Cambridgeshire County Council

Early Years and Childcare Service Training Programme

Autumn 2010 - Summer 2011

www.cambridgeshire.gov.uk/childcare

CONTENTS

Welcome and Course Booking Process 1-8

- Using this Training Programme and KEY to symbols 2
- Cancellation Policy 3
- Frequently Asked Questions 4-5
- Quality Statement and Code of Conduct 6
- Designated Persons in Settings – Guidance 7-8

Qualifications 9-20

- Careers and Qualification Guidance 9
- Funding Arrangements 10-11
- Graduate Leader Fund Information 12
- Children and Young Peoples Workforce Courses 11-15
- Level 3 Diploma Structure 16
- Playwork 17-19
- Training Provider Contacts 20

Course and Workshops – Early Years Settings 21-76

- Child Protection and Safeguarding 21-30
- Equalities 31-38
- Equalities Inclusion 39-46
- First Aid 47-48
- Early Years Foundation Stage 49-76

Course and Workshops – Out of School Settings 77-88

Courses and Workshops – Leadership, Management and Business Training 89-98

Childminders 99-106

Partner Organisations 107

Venue Addresses 108-109

Booking Forms and Bursary Forms ..... at end of directory

Contact Information ..... inside back cover

If you would like support to access the content of this document, please call 01954 273360 or email: eycinfo@cambridgeshire.gov.uk

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Welcome to the Training Programme 2010-2011

Welcome to this year's training programme. We have introduced some new features in this programme to help you select the right course for you.

The layout of the pages has changed and we hope this will make it easier to read and to find a course that is being delivered in your area. On the back of the programme you will find a map of Cambridgeshire, as courses delivered in a different area may still be geographically accessible for you. You will also find a copy of the training programme and relevant forms on the enclosed CD-ROM.

Another introduction is the use of apple symbols, which give an indication of differentiated courses and this is explained on page 2. This shows what level of understanding is required to get the most out of the course content. I would like to urge managers to assess which course is most suitable for different team members. This will enable staff to get the most out of the training.

We will continue with termly bookings and you will also be able to book by email using a .pdf format booking form from your CD-ROM. You can find more about this procedure later in the programme.

As a final comment, I would like to make you aware that the changing national agenda might have implications during this year and what we have planned might change.

We hope that you will find this programme useful and that you enjoy your training. If you have any feedback, please send it to eyctraining@cambridgeshire.gov.uk

Pirjo Mudd
Workforce Development Manager - Early Years and Childcare Service

Using this Training Programme

Booking Procedures for 2010 - 2011

We will continue to take bookings on a termly basis. All **courses are subject to a non refundable £10 booking fee unless stated otherwise.**

Dates for submitting booking forms are as follows:

- Autumn Term from now
- Spring Term from 1 November 2010
- Summer Term from 1 February 2011

PLEASE NOTE COURSES FOR THE CURRENT TERM CAN STILL BE BOOKED AFTER BOOKING FOR THE NEXT TERM HAS OPENED

Please complete one booking form for each person. It is important that you complete the form in full. If you do not supply all the information required your booking form may be delayed. Please send your booking forms within the dates specified.

Forms received outside of these dates will not be processed and you will be required to submit the forms again in the correct term.

Places on courses are limited to four per setting unless stated otherwise. The limit is two per setting on designated personnel courses (SENCo induction, Equal Opportunities and Child Protection designated personnel).

NEW - You can find booking forms and bursary forms online at **www.cambridgeshire.gov.uk/childcare**. These can be completed and either printed and sent to us by post or emailed to eyctraining@cambridgeshire.gov.uk

SYMBOLS KEY:

CM OOS EY VR 'example'

CM **Childminder**

OOS **Out of School and Holiday Playscheme**

EY **Early years**

VR **Voluntary Register**

APPLES KEY:

Core - For all practitioners including newly qualified.

Apple - Practitioners familiar with and understanding general principles and procedures of childcare practice.

2 Apples - Level 3+ and/or confident understanding and application of principles and procedures of childcare practice.

3 Apples - Level 4+ and/or detailed/in depth practical knowledge and understanding of childcare practice.

NOTE: Courses without apples are for specific target audiences.

Training Course Cancellation Policy

All bookings are subject to a £10 booking fee unless otherwise stated. Booking fees for some courses may be higher but this will be clearly stated. **The booking fee is non-refundable.**

If YOU are unable to attend a course the process is as follows:

You may transfer that place to another member of staff providing that:

- You advise us of the change.
- The replacement member of staff is eligible to attend that course i.e. the job role is appropriate for the training.

If you are not able to attend the course and cannot find anyone to attend in your place you must still call the training team and advise us you are unable to attend.

This will ensure that your training record on our database is up to date and accurate. If you do not attend and do not let us know a letter will be sent to your manager advising them of your non-attendance. Please be advised that you will not be able to claim your booking fee back.

If WE cancel a course the process is as follows;

If the course has been rearranged your booking fee will be transferred to the new date. If you are unable to attend the new date we can either:

- Refund your booking fee.
- Hold the booking fee until the next time you book onto a course. Please be advised, due to the high volume of bookings we process if you choose to take this option it will be your responsibility to write on the booking form that you have a credit with us.

If the course is not going to be rebooked for a new date you will receive a voucher to use the next time you book on a course.

The booking fee helps to ensure that spaces on courses are utilised and to ensure that all practitioners have access to a course of their choice. The booking fee will only be credited to you if we have cancelled a course and not rebooked it or in other extreme circumstances.

All income from the booking fee is used to help bring you a high quality, good value training programme.

Frequently Asked Questions

Q I have chosen the courses that I would like to attend, what should I do next?

A You should complete the booking form that can be found in the back of the training programme or on-line. Courses are booked on a termly basis. The dates that booking forms can be submitted are on page 2.

Q How do I know which courses are appropriate for my job role?

A Check the 'Who' section on the course information.
The symbol will also indicate who the course is suitable for. The key for the symbols can be found on page 2.

Q When will my form be processed?

A All booking forms are processed strictly in date order of receipt. At peak times it may take some time before you hear from us.

Q Can I book online?

A Currently we are unable to take bookings online; however you can send your booking form by email. A Word version of the booking form can be found on our website wwwcambridgeshire.gov.uk/childcare. Complete the form and send to eyctraining@cambridgeshire.gov.uk

Q Can I book courses over the phone?

A We do not take bookings over the phone except in exceptional circumstances.

Q How do I know that I have been booked onto the course?

A You will receive a letter or email confirming your place on the course or the waiting list if the course is full. Read your letter carefully, there may be special instructions or details about the course that you need to be aware of.

Q What if I do not receive a confirmation letter? Can I still attend the course?

A You must email or call the Training Team to check if you have been booked onto the course. Please do not attend the course unless you have received confirmation that you have been booked on.

Q I have sent a booking form in for a course and have noticed that bookings for that term have not opened yet. What will happen to my form?

A Your form will be returned to you for resubmission when bookings open for that term.

Q How do I pay for the course?

A You can send a cheque with the booking form or your setting will be invoiced at a later date.

Q I am unable to attend a course I have booked, what should I do?

A If a colleague is attending in your place it is not necessary to contact us. This may not apply for Designated Person training as these courses have special criteria for attendance. However if you cannot fill the space please contact the training team as soon as possible as there may be a waiting list. If you do not contact us and do not attend, your setting manager may be notified and this could affect future bookings.

Q Can I claim a refund on my booking fee?

A The booking fee is strictly non refundable. It is an administration fee and is used to help us provide a high quality training programme at minimal cost to settings.

Q I have been placed on a waiting list for a course. How will I know if another course has been arranged?

A The training team will write to you when another course has been arranged. If you do not hear from us you must reapply for the course in the next term.

Q Are waiting lists carried over to the next term?

A No. It is your responsibility to submit another booking form.

Q I was booked onto a course that was cancelled by the Early Years and Childcare Service, how do I rebook?

A The training team will write to you when the course has been rearranged. If the course is not going to be rearranged and you have already paid you will be sent a credit voucher to use for your next booking.

Q My setting would like another copy of the training programme, is this possible?

A We are trying to keep costs as low as possible therefore settings are only eligible to receive one hard copy. It may be possible to have more than one copy of the CD Rom or alternatively you can access the programme on the web wwwcambridgeshire.gov.uk/childcare.

Q I am a designated person for Child Protection/Special Needs/Equalities in my setting and I have attended training. Can my setting claim a bursary?

A Yes the setting can claim a bursary please see page 7 for further information.

Q My setting has a member of staff who is studying for a degree or is on an Early Years Professional Pathway, can we claim Graduate Leader Fund?

A The setting may be eligible. Please see information on page 12.

Q I have enrolled on a Qualification course and would like to find out about funding.

A See information on pages 10 and 11.

Quality Statement

All providers of qualification training, included in this programme, have signed up to the Early Years and Childcare Service Quality Statement and Agreement.

Through the statement and the monitoring and evaluation of courses we aim to ensure that training:

- meets the individual needs of the participants
- is well planned
- is delivered by well-qualified and experienced Trainer/s
- is open to monitoring and evaluation
- complies with the Early Years and Childcare Equalities Policy by:
  - ensuring equality of access; and
  - integrating equalities issues into all training.

A copy of the quality statement and agreement is available on request from the Workforce Development Team.

All short courses, workshops and briefings are quality assured and monitored by the Workforce Development Team.

Code of Conduct for Attendees

We want the training to be enjoyable and beneficial for all people attending and therefore set out the following:

- Always let the Workforce Development Team know if you are unable to attend (the place can be offered to somebody else).
- Ensure that you arrive on time for the course. It may be possible that if you arrive late you will not be able to stay for the session.
- Do not expect to be able to leave the course early without making prior arrangements.
- Respect confidentiality about issues raised in the training.
- Actively listen and respect other people's views (both trainer and other delegates).
- Engage and contribute to discussion, but ensure others are equally able to contribute.
- Respect the opinions and experience of others.
- Challenge discriminating attitudes and behaviour.

Designated Persons in Settings – Guidance

Cambridgeshire County Council recognises the importance of designated, appropriately trained personnel in each setting as a key feature of ensuring quality. As part of the local agreement between your setting and Cambridgeshire County Council, you have agreed to ensure that suitable appropriately trained people are in your setting, undertaking specified roles.

In each of your provisions (excluding childminders) there should be a designated person for:

- Child Protection
- Equalities
- Special Needs

The designated person in each of these areas should be a senior member of staff (Level 3 with at least 2 years post-qualifying experience) who is on site.

It is important that part-time and shift hours are covered so there may need to be more than one designated person for each area of work in a setting.

Designated Persons should renew their training every three years by attending a Refresher Course offered in this programme.

The Workforce Development Team is implementing a system that will enable us to remind Designated Persons (DP) when their training is due for renewal. In order to do this we must have accurate and up to date information regarding DP Staff on our database.

If your designated person leaves or changes please can you advise us as soon as possible.

You can do this by email to eyctraining@cambridgeshire.gov.uk or alternatively when you book your new designated person on to a course please put a note on the booking form to say why the DP is changing so we can update our records.

A Designated Person (DP) bursary can be claimed when practitioners (who are the designated person) attend DP training as follows:

- Equal Opportunities – 1 person per Financial Year @ £50
- Child Protection – 1 person per Financial Year @ £50
- Special Needs – 1 person per Financial Year @ £50

CHILDMINDERS

Childminders should access the Childminder Support Sessions that are arranged:

- Safeguarding Children – Child Protection
- Special Educational Needs
- Equalities

This training should be updated every three years. A bursary of £25 per session up to £75 can be claimed when childminders attend the above training. You may only claim for each bursary once every three years. The claim form can be found at the back of the training programme.

Please see details of these courses in the Childminder section of this programme.

Qualifications

QUALIFICATIONS

QUALIFICATIONS TRAINING

Career and Qualification Guidance

The Early Years and Childcare Service Careers Team offers support and guidance on career development and qualification training to both individuals and settings. Individual or group guidance sessions can be arranged across the county.

If you are an individual interested in developing your career (whether you are qualified or non qualified) or a setting interested in workforce development and would like to book into a session please contact:

Childcare Careers Team on 01954 273371

QUALIFICATION FUNDING - IMPORTANT INFORMATION

Early Years and Childcare Service Funding Arrangements April 2010 - March 2011

Please note, this information is based on the funding currently available to us. If funding levels change, we may be obliged to alter our funding rules. Thus, different rules may be applied to applications received late in the financial year.

This leaflet contains information about funding available from the Early Years and Childcare Service (EYCS).

You must complete an application form and a skills check for Qualification Funding – forms available from eyctraining@cambridgeshire.gov.uk. You must complete a bursary form to access funding for Designated Person training – forms at the back of the EYCS Training Programme.

There is a limited budget for qualification funding. Applications received late in the financial year (FY April 2010 – March 2011) may not be approved.

Please check with your setting manager before applying for qualification funding. There is a limit to the number of people from each setting who can receive qualification funding in this financial year. The limits are as follows:

No of Registered Places in setting	No. of staff able to access qualification funding
Up to 24 registered places	2 staff **may** access qualification funding
25-32 registered places	3 staff **may** access qualification funding
33-48 registered places	4 staff **may** access qualification funding
49+ registered places	5 staff **may** access qualification funding

NOTE

SETTINGS THAT DO NOT MEET STATUTORY REQUIREMENTS REGARDING STAFF QUALIFICATIONS WILL BE CONSIDERED SEPARATELY AND MAY BE OFFERED HIGHER LEVELS OF SUPPORT.

SUBJECT	WHO CAN CLAIM	AMOUNT
QUALIFICATION TRAINING Level 2	Early Years and Childcare Service can only offer level 2 funding in exceptional circumstances. Practitioners may obtain Train to Gain funding through training providers. You can find further information at: **www.traintogain.gov.uk**	N/A
Level 3	Practitioners undertaking a full level 3 course can apply for funding of up to £1000 towards course fees, if they are not able to access Train to Gain funding. Practitioners undertaking the Diploma in Home Based Childcare can apply for funding for up to 3 units per financial year at £200 per unit. Funding for the second and third units will only be paid on receipt of evidence of completion of the previous unit.	Up to **£1000** Up to **£200** per unit
Level 4 and above	Practitioners undertaking this level can apply for funding of up to £1500 towards course fees.	Up to **£1500**
First Aid	First Aid – Practitioners and Childminders can apply for £50 towards course fees. Maximum 1 person per setting this financial year.	**£50** per place (on receipt of a claim form and copy of receipt or invoice)
Bursary for Designated Person (DP) training	Settings can claim £50 per course to a maximum of £150 per setting when practitioners (who are the designated person) attend DP training for Equal Opportunities, Child Protection and Special Needs.	**£50** per course to a maximum of **£150**
Childminders	Childminders accessing Child protection, Special Needs and Equalities courses may claim £25 per course attended to a maximum of £75. Each bursary may only be claimed once every three years.	**£25** per course to a maximum of **£75**

NOTE Please be advised we will **not** be funding:

- Volunteers
- Staff cover and other related expenses such as travel costs.

We have tried to make our explanation as clear as possible, however, if you have a query we would prefer you to contact us by email on eyctraining@cambridgeshire.gov.uk. If you do not have access to email please call 01954 273354 or 01954 283390.

GRADUATE LEADER FUND

What is it?

The **Graduate Leader Fund** is a grant to support settings to develop and employ staff through an Early Years Degree up to Early Years Professional (EYP) Status.

Settings can claim only one grant irrespective of how many relevant staff they employ.

Graduate Incentive (currently £4,000 per year*) – this goes to settings that are developing a staff member up to a Level 5 Early Years Degree.

Graduate Premium (currently £6,000 per year*) – this goes to settings that employ a graduate working towards EYP status.

EYP Premium (currently £8,000 per year*) – this is for settings that employ an EYP.

How may it be spent?

In all cases the grant must be spent on one or more of the following:

- implementing the EYFS;
- professional development of all staff;
- financial incentives to staff.

In the case of the Graduate Premium and EYP Premium 50% of the total grant must be spent on financial incentives to staff.

Who can apply?

Settings in the private, voluntary and independent sector who are open for at least 20 hours per week and where the relevant staff member works for at least 25 hours per week. Settings must have signed the Local Agreement for Childcare Providers in Cambridgeshire 2010-11 and be committed to the Early Years and Childcare Quality Framework.

Settings may also apply if they are open 15-20 hours and the staff member works at least 20 hours. Those settings will receive 50% of the full grant allocation.

For detailed information and to discuss your setting's eligibility, contact: Phil Alsop – Tel: 01954 284213 or email Phil.Alsop@cambridgeshire.gov.uk

*the above details are subject to change depending on available funding.

Please note, this information is based on the funding currently available to us. If funding levels change, we may be obliged to alter our funding rules. Thus, different rules may be applied to applications received late in the financial year.

QUALIFICATIONS COURSES

New Courses for 2010

NOTE: **All information on qualifications courses is correct at time of going to press. All courses are being currently developed and course details and the way that people will be assessed are still being finalised. Further information will be provided when available.**

CHILDREN and YOUNG PEOPLE'S WORKFORCE

Candidates will need to be working with children and/or young people from 0-19 years in a childcare setting. It is expected that candidates will already be working in settings or services whose main purpose is children's care, learning and development. Candidates must be employed or working as a volunteer for a minimum of 6 hours per week.

Level 2 Certificate for the Children and Young People's Workforce

This qualification is suitable for staff who work under supervision with children under 5 in settings such as nurseries, pre-schools and schools and will provide a progression to the level 3 Diploma. It covers the age range birth to 19 years.

What will the new qualification cover?

The structure of the Level 2 Certificate is built up of a combination of mandatory and optional units. All learners will study the mandatory units listed and will then choose optional units to suit their current work role.

Learning outcomes will include:

- relationships with children and their parents/carers
- child development, health and safety and child protection
- preparing environments to meet children's needs
- supporting play and learning
- professional and personal development.

How will the Level 2 Certificate be assessed?

Assessment will be through a combination of written work and practical observation/discussion in the work place.

Start	Training provider	Location
September	Pre-school Learning Alliance	Peterborough
January and April	Cambridge Regional College	Cambridge
On demand	EYCC Training Centre	Bar Hill

Level 3 Diploma for the Children and Young People's Workforce

What will the new qualification cover?

The structure of the Level 3 Diploma is built up of a combination of mandatory and optional units.

All learners will study the mandatory units listed and will then choose an option pathway to suit their current work role.

The three pathways are:

- Early Years
- Children's Social Care
- Learning Development and Support Services.

Who will the new Level 3 Diploma for the Children and Young People's Workforce be for?

This qualification will be suitable for all people working with children under 5 in settings such as nurseries, pre-schools and schools. It covers the age range birth to 19 years.

Learning outcomes will include:

- positive outcomes for children
- equality, diversity and inclusion
- child development, health and safety and safeguarding
- team work and working together
- the child centred environment and working with the community
- professional and personal development.

How will the Level 3 Diploma for the Children and Young People's Workforce be assessed?

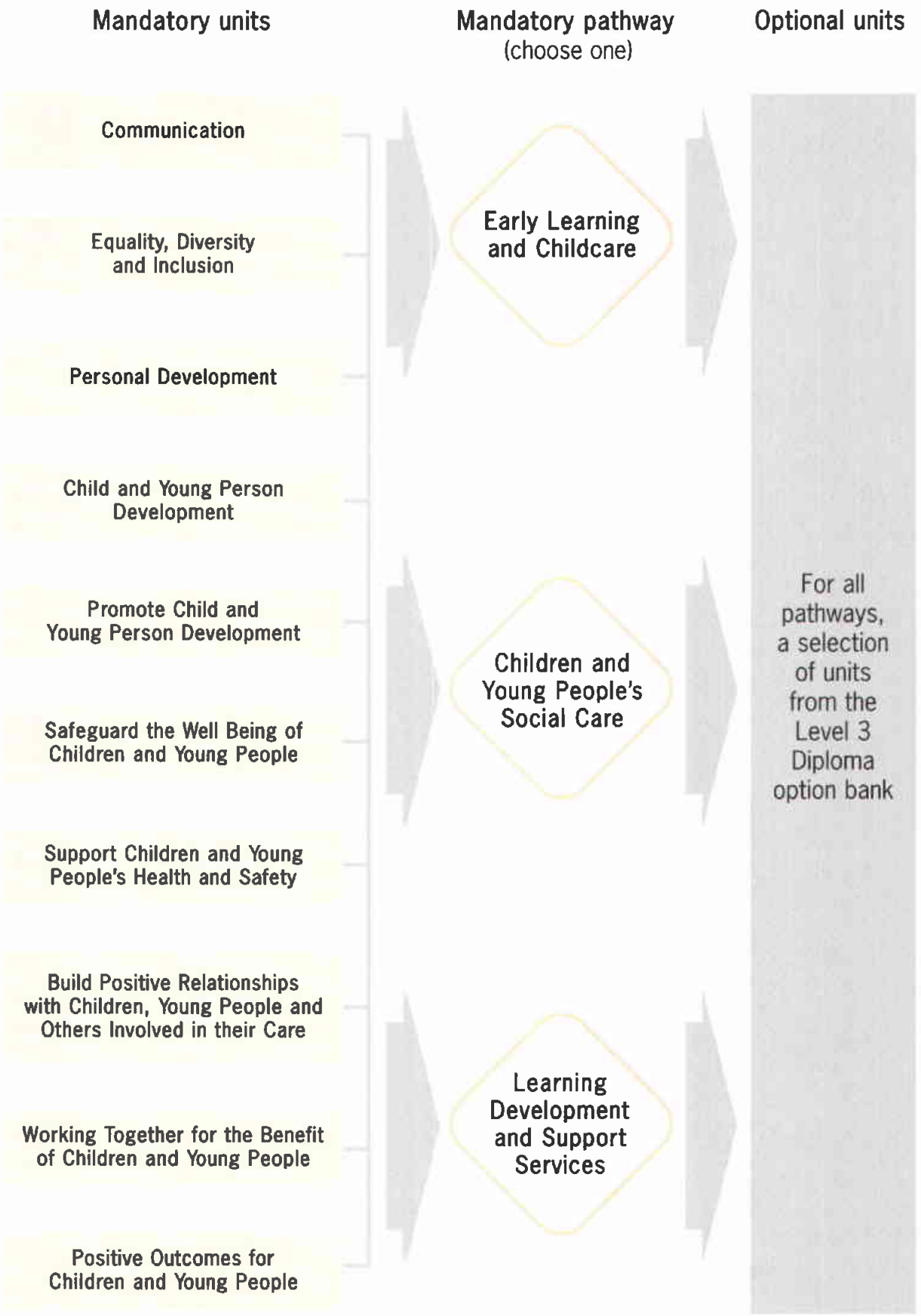
Assessment will be through a combination of written work and practical observation/discussion in the work place.

Structure of Diploma

See chart overleaf.

Start	Training provider	Location
September	Pre-school Learning Alliance	Peterborough and March
September	Cambridge Regional College	Cambridge
November	EYCC Training Centre	Bar Hill
Anytime	People and Business Development	Anywhere
September	Huntingdonshire Regional College	Huntingdon

The Level 3 Diploma structure...


Mandatory units
Mandatory pathway
(choose one)
Optional units
Communication
Equality, Diversity and Inclusion
Personal Development
Child and Young Person Development
Promote Child and Young Person Development
Safeguard the Well Being of Children and Young People
Support Children and Young People's Health and Safety
Build Positive Relationships with Children, Young People and Others Involved in their Care
Working Together for the Benefit of Children and Young People
Positive Outcomes for Children and Young People
Early Learning and Childcare
Children and Young People's Social Care
Learning Development and Support Services
For all pathways, a selection of units from the Level 3 Diploma option bank

PLAYWORK

Playwork is also revising its qualification structure.

Level 2 Award/Certificate/Diploma In Playwork

This qualification is suitable for staff who are entering the Playwork profession under supervision, however it may be possible for more experienced staff to enter at the Level 2 Diploma stage.

What will the new qualification cover?

The structure of the Level 2 Award/Certificate/Diploma is built up as part of a series of bite sized units.

Award: 3 units, covers the key elements that a playworker needs to know and understand to carry out their role and should be considered as an induction to the role as a playworker

Certificate: 5 units, covers the core of Playwork standards and practice. To gain the certificate learners also have to complete the units from the award.

Diploma: 4 units, covers all of the Playwork standards. Completing the units from the award and certificate plus the four units of the diploma will be considered a full qualification at level 2.

Learning outcomes will include:

- supporting relationships in the play environment
- working with children and young people to create play spaces and support freely chosen self-directed play
- contributing to the health, safety, security and welfare of children and young people using the play environment
- helping to improve your own practice and the work of your playwork team.

How will the Level 2 Award/Certificate/Diploma in Playwork be assessed?

Assessment will be through a combination of written work and practical observation/discussion in the work place.

Start	Training provider	Location
September	Huntingdonhsire Regional College	Huntingdon
September	Cambridge Regional College	Cambridge
November	EYCC Training Centre	Bar Hill

Level 3 Award/Certificate/Diploma In Playwork

This qualification is suitable for staff who are working within the Playwork profession at assistant or supervisory level.

At the time of going to print very little information is available on this qualification. Learners will study a number of units to achieve the award, study further units to achieve the certificate and the final block of units will enable them to achieve the diploma which will be considered as a full qualification at level 3.

How will the Level 3 Award/Certificate/Diploma be assessed?

It is anticipated that assessment will be through a combination of written work and practical observation/discussion in the work place.

Start	Training provider	Location
September	Huntingdonshire Regional College	Huntingdon
September	Cambridge Regional College	Cambridge
November	EYCC Training Centre	Bar Hill

Level 3 Award in Playwork For Early Years and Childcare Workers (Transitional Award)*

This qualification is suitable for early years and childcare workers who hold an early years level 3 qualification recognised on the current occupational framework who work in a playwork setting.

This course focuses on the differences between early years and playwork.

Level 3 Award in Early Years and Childcare for Playworkers (Transitional Award)*

This qualification is suitable for playworkers who hold a level 3 qualification recognised on the current occupational framework who work in an early years setting.

How will the above courses be assessed?

Each course has two units with a total of 60 guided learning hours. Learners must attend 80% of the 12 training sessions and complete and pass two assignments.

Start	Training provider	Location
October	EYCC Training Centre	Bar Hill
October	EYCC Training Centre	Bar Hill

*__Note:__ These qualifications will be discontinued in December 2010. This will be your last chance to undertake these qualifications.

NVQ Level 2 and 3 Children's Care, Learning and Development (CCLD) and Playwork

Some training providers will be delivering the NVQ Level 2 and 3 CCLD qualifications. However you can only register for these courses with awarding bodies until 31 December 2010 and they will have to be completed within certain timescales.

Please contact individual training providers for more information. The contact details can be found on Page 20.

Level 4/5 Early Years Foundation Degree

This qualification will provide a higher-level qualification for practitioners working in early years settings, which reflects on the in-depth knowledge, understanding and skills needed to carry out their job effectively at this higher level.

It is suitable for practitioners working with young children in a range of Early Years Foundation Stage settings. You will need to hold a level 3 qualification. You will be working with young children aged 0 to 8 years for a minimum of 5 hours a week in an education/care setting.

Applicants should have a minimum of 20 hours practice per week if applying for the full-time route, or 10 hours practice per week if applying for the part-time route.

For more information please contact the training providers – details on page 22.

Start	Training provider	Location
September	Cambridge Regional College	Cambridge
September	Anglia Ruskin University	Various
Anytime	Open University	Distance Learning
September	Huntingdonshire Regional College	Huntingdon

Leadership and Management Workshops

Please see page 97.

TRAINING PROVIDER CONTACTS

The following training providers have signed up to EYCC Quality Statement and Agreement.

Anglia Ruskin University
East Road, Cambridge CB1 1PT
Tel: 0845 271 3333
Email: raynor.sumner@mpowernet.anglia.ac.uk

Bottisham Village College
Lode Road, Bottisham,
Cambridgeshire CB5 9DL.
Tel: 01223 811250
Web: www.bottishamvc.org

Cambridge Regional College
Kings Hedges Rd, Cambridge CB4 2QT
Tel: 01223 418200
Web: www.camre.ac.uk

Training, Learning and Caring
The Old School House Day Nursery,
69 High Street, Stetchworth CB8 9TH
Tel: 01638 507178

Comberton Village College
West Street, Comberton,
Cambridgeshire CB3 7DU
Tel: 01223 262503
Web: www.combertonvc.org

College of West Anglia
Isle Campus, Ramnoth Road,
Wisbech PE13 2JE
Tel: 01553 761144
Web: www.col-westanglia.ac.uk

College of West Anglia
Kings Lynn Campus,Tennyson Avenue
Kings Lynn PE30 TQW
Tel: 01553 761144
Web: www.col-westanglia.ac.uk

Early Years and Childcare Training Centre
(EYCC Training Centre)
Bar Hill Business Park, Saxon Way,
Bar Hill, Cambridge CB23 8SL
Tel: 01954 273355
Email: eyctraining@cambridgeshire.gov.uk

Huntingdonshire Regional College
California Road, Huntingdon PE29 1BL
Tel: 01480 379208/379100
Web: www.huntingdon.ac.uk

National Extension College
The Michael Young Centre,
Purbeck Road, Cambridge CB2 2HN
Tel: 01223 400200
Web: www.nec.ac.uk

Open University
Cintra House, 12 Hills Road,
Cambridge CB2 1PF
Tel: 01223 364721
Web: www.open.ac.uk

People and Business Development Ltd
BLOIS Meadow Business Centre
Steeple Bumpstead, Haverhill,
Suffolk CB9 7BN
Tel: 01440 731731
Web: www.pbdevelopment.co.uk

Peterborough Regional College
Park Crescent, Peterborough PE1 4DZ
Tel: 01733 767366
Web: www.peterborough.ac.uk

Pre-school Learning Alliance
Century House, Market Street,
Swavesey, Cambridgeshire CB4 5QG
Tel: 01954 232327 (enquiries)
Tel: 01954 231751 (bookings)
Web: www.pre-school.org.uk

University of East Anglia
School of Education and Lifelong Learning,
Early Years Professional Development,
Faculty of Social Sciences,
University of East Anglia, Norwich NR4 7TJ
Tel: 01603 591911
Email: eypdu@uea.ac.uk

Witchford Community College
Manor Road, Witchford, Ely,
Cambridgeshire CB6 2JA
Tel: 01353 664468
Web: www.witchfordvillagecollege.com

YMCA Training Cambridge
Gonville Place, Cambridge CB1 1ND
Tel: 01223 306604
Web: www.ymcatraining.org.uk

Child Protection and Safeguarding

CHILD PROTECTION COURSES AND WORKSHOPS

All early years and childcare practitioners must attend the Basic Child Protection training and the Designated Person training (where appropriate) however you may also access courses validated by the Local Safeguarding Children Board (LSCB) – these courses must be in addition to the courses in this programme. Information about these courses can be found at www.cambslscb.org.uk.

It is essential that people access Early Years and Childcare Service (EYCC) designated person courses, even if other child protection courses are accessed. For basic child protection, practitioners may access either EYCC basic training or LSCB validated training. It is the responsibility of the practitioner to ensure training accessed is LSCB validated.

Basic Child Protection

EY OOS

Who:
- Practitioners working in an early years and/or childcare setting.

Aims:
- To gain a basic knowledge of the signs and indicators of child abuse and neglect.
- To develop awareness of and an ability to act on concerns about the safety and welfare of children and young people.
- To develop a greater degree of confidence in identifying children where signs and / or indicators may indicate abuse or neglect.
- To know what to do if there are concerns about a child.
- To gain an understanding of child protection procedures in Cambridgeshire.

Additional information:
- It is expected that Child Protection training is updated every 3 years in line with the requirements of the local agreement.

Trainer: Education Child Protection Team

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Tues	28 Sept 2010	9:30am – 12:30pm	Meadows Community Centre, Cambridge
Mon	18 Oct 2010	9:30am – 12:30pm	CPDC, Trumpington, Cambridge
Sat	4 Dec 2010	9:30am – 12:30pm	Over Community Centre, Over
Sat	5 Feb 2011	9.30am – 12.30pm	Meadows Community Centre, Cambridge
Mon	21 Mar 2011	9.30am – 12.30pm	Over Community Centre, Over
Sat	2 April 2011	9.30am – 12.30pm	Arbury Community Centre, Cambridge
Thurs	5 May 2011	9.30am – 12.30pm	Meadows Community Centre, Cambridge
Fri	10 June 2011	9:30am – 12:30pm	CPDC, Trumpington, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Sat	9 Oct 2010	9:30am – 12:30pm	Oliver Cromwell Hotel, March
Tues	16 Nov 2010	9.30am – 12.30pm	Elme Hall Hotel, Wisbech
Sat	20 Nov 2010	9:30am – 12:30pm	The Maltings, Ely
Mon	13 Dec 2010	9:30am – 12:30pm	South Fens Bus Centre, Chatteris
Thurs	3 Feb 2011	9.30am – 12.30pm	Oliver Cromwell Hotel, March
Sat	12 Mar 2011	9.30am – 12.30pm	Elme Hall Hotel, Wisbech
Tues	24 May 2011	9:30am – 12:30pm	Burwell House, Burwell

HUNTS

Day	Date	Time	Venue
Weds	24 Nov 2010	9:30am – 12:30pm	Hinchingbrooke Country Park*
Fri	14 Jan 2011	9:30am – 12:30pm	Hinchingbrooke Country Park*
Thurs	20 Jan 2011	9:30am – 12:30pm	The Priory Centre, St Neots
Tues	5 April 2011	9.30am – 12.30pm	Redwings Lodge, Sawtry
Sat	21 May 2011	9:30am – 12:30pm	Olivers Lodge Hotel, St Ives

*Hinchingbrooke Country Park, Huntingdon

Child Protection – Training for Designated Personnel

EY OOS

Who:

- The designated person should be a senior member of staff (Level 3 with at least 2 years post-qualifying experience), who has attended the basic child protection training course and is on site. It is important that all part-time and shift hours are covered, so there may be a need for more than one designated person in a setting.

Aims:

- To understand the role and responsibilities of the designated person for child protection.
- To reinforce statutory guidance on safeguarding and promoting welfare of children.

Additional Information:

- Child Protection training needs to be updated every three years in line with the requirements of the local agreement. You will need to attend a 'Refresher course for Designated Personnel' three years after attending the training for designated personnel to update your skills and knowledge.
- A bursary of £50 for this course can be claimed by settings when practitioners (who are the designated person) attend Child Protection DP training. Settings can only claim this bursary once per financial year.
- You will find the appropriate claim form at the back of this programme.
- Please be advised that this is a 2 day course and practitioners must attend the whole course. It is important that you arrive on time and are able to stay until the end of the course.

Trainer: Education Child Protection Team

Cost: Free

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Thurs	23 Sept 2010	9.30am – 4.00pm	CPDC, Trumpington, Cambridge - **DAY 1**
Fri	24 Sept 2010	9.30am – 4.00pm	CPDC, Trumpington, Cambridge - **DAY 2**
Thurs	27Jan 2011	9.30am – 4.00pm	CPDC, Trumpington, Cambridge - **DAY 1**
Fri	28 Jan 2011	9.30am – 4.00pm	CPDC, Trumpington, Cambridge - **DAY 2**
Mon	14 Mar 2011	9.30am – 4.00pm	Meadows Community Centre* - **DAY 1**
Tues	15 Mar 2011	9.30am – 4.00pm	Meadows Community Centre* - **DAY 2**
Thurs	26 May 2011	9.30am – 4.00pm	Over Community Centre, Over - **DAY 1**
Fri	27 May 2011	9.30am – 4.00pm	Over Community Centre, Over - **DAY 2**

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Wed	13 Oct 2010	9.30am – 4.00pm	The Brook, Soham - **DAY 1**
Thurs	14 Oct 2010	9.30am – 4.00pm	The Brook, Soham - **DAY 2**
Thurs	11 Nov 2010	9.30am – 4.00pm	Oliver Cromwell Hotel, March - **DAY 1**
Fri	12 Nov 2010	9.30am – 4.00pm	Oliver Cromwell Hotel, March - **DAY 2**
Tues	7 Dec 2010	9.30am – 4.00pm	Elme Hall Hotel, Wisbech - **DAY 1**
Wed	8 Dec 2010	9.30am – 4.00pm	Elme Hall Hotel, Wisbech - **DAY 2**

HUNTS

Day	Date	Time	Venue
Thurs	4 Nov 2010	9.30am – 4.00pm	Hinchingbrooke Country Park** - **DAY 1**
Fri	5 Nov 2010	9.30am – 4.00pm	Hinchingbrooke Country Park** - **DAY 2**
Tues	1 Mar 2011	9.30am – 4.00pm	Olivers Lodge Hotel, St Ives - **DAY 1**
Weds	2 Mar 2011	9.30am – 4.00pm	Olivers Lodge Hotel, St Ives - **DAY 2**
Tues	28 June 2011	9.30am – 4.00pm	Hinchingbrooke Country Park** - **DAY 1**
Weds	29 June 2011	9.30am – 4.00pm	Hinchingbrooke Country Park** - **DAY 2**

*Meadows Community Centre, Cambridge
**Hinchingbrooke Country Park, Huntingdon

Child Protection – Refresher Training for Designated Personnel

EY OOS

Who:

- Designated Persons who require three-yearly refresher training, having completed a 2 day designated personnel training course.

Aims:

- To bring participants up to date with new developments in relation to their roles and responsibilities and child protection policies and procedures.
- To reflect on best practice in all aspects of safeguarding and promoting the welfare of children.

Additional Information:

- Child Protection training needs to be updated every three years in line with the requirements of the local agreement. You will need to attend a 'Refresher course for Designated Personnel' three years after attending the training for designated personnel to update your skills and knowledge.
- A bursary of £50 for this course can be claimed by settings when practitioners (who are the designated person) attend Child Protection DP refresher training. Settings can only claim this bursary once per financial year. You will find the appropriate claim form at the back of this programme.

Trainer: Education Child Protection Team

Cost: Free

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Tues	5 Oct 2010	9:30am – 4.00pm	CPDC, Trumpington, Cambridge
Tues	15 Feb 2011	9:30am – 4.00pm	CPDC, Trumpington, Cambridge
Thurs	31 Mar 2011	9:30am – 4.00pm	Over Community Centre, Over

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Fri	17 Sept 2010	9:30am – 4.00pm	The Maltings, Ely
Fri	1 Oct 2010	9:30am – 4.00pm	Oliver Cromwell Hotel, March
Fri	17 June 2011	9.30am – 4.00pm	Burwell House, Burwell

HUNTS

Day	Date	Time	Venue
Mon	29 Nov 2010	9:30am – 4.00pm	Hinchingbrooke Country Park*
Fri	25 Mar 2011	9.30am – 4.00pm	The Priory Centre, St Neots

*Hinchingbrooke Country Park, Huntingdon

Basic Child Protection for Committee Members

EY OOS

Who:
- Committee members.

Aims:
- To provide a basic understanding of child protection procedures in Cambridgeshire.
- To gain a basic understanding of the concept of significant harm and the 4 categories of abuse.
- To be aware of current legislation and the responsibilities of Committee Members.
- To develop an awareness of the importance of promoting a protective ethos.

Trainer: Education Child Protection Team

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Weds	16 Feb 2011	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Mon	7 Mar 2011	7.00pm – 9.00pm	The Maltings, Ely

HUNTS

Day	Date	Time	Venue
Mon	17 Jan 2011	7.00pm – 9.00pm	Hinchingbrooke House, Huntingdon

Domestic Violence

EY OOS CM

Who:
- Practitioners who have attended basic Child Protection training.

Aims:
- To understand what domestic violence is.
- To gain an understanding of the effects of domestic violence on children and families.
- To identify where support for the setting, children and families can be accessed.

Trainer: Gemma Hope, Safeguarding Manager, Early Years and Childcare Service

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Mon	20 Sept 2010	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Tues	18 Jan 2011	7.00pm – 9.00pm	Olivers Lodge, St Ives

HUNTS

Day	Date	Time	Venue
Weds	9 Mar 2011	7.00pm – 9.00pm	The Maltings, Ely

Common Assessment Framework (CAF)

The Common Assessment Framework is a shared assessment tool used across agencies in England. It can help practitioners develop a shared understanding of a child's needs so that they can be met more efficiently.

EY OOS CM

Who:

- All childcare practitioners.

Aims:

- To develop an understanding of the key aims and principles of CAF.
- To provide information on when a CAF should and should not be used and the referral thresholds.

Trainer: Gemma Hope, Safeguarding Manager, Early Years and Childcare Service

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Tues	12 Oct 2010	11.00am – 12.00pm	CPDC, Trumpington, Cambridge
Mon	22 Nov 2010	7.00pm – 8.00pm	Over Community Centre, Over

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Tues	19 Oct 2010	11.00am – 12.00pm	The Lamb Hotel, Ely
Thurs	4 Nov 2010	7.00pm – 8.00pm	Burwell House, Burwell

HUNTS

Day	Date	Time	Venue
Weds	13 Oct 2010	11.00am – 12.00pm	Hinchingbrooke Country Park*
Thurs	11 Nov 2010	7.00pm – 8.00pm	Olivers Lodge Hotel, St Ives

*Hinchingbrooke Country Park, Huntingdon

Cambridgeshire Local Safeguarding Children Board

Cambridgeshire Local Safeguarding Children Board (LSCB) offers inter-agency training focused on safeguarding, child protection processes and child maltreatment. Courses are free for those partners contributing to the LSCB budget, with a fee for profit making organisations.

A training brochure will be available via the LSCB website from June 2010. Go to www.cambslscb.org.uk and look for the training link.

All queries about the training to the LSCB office:

Cambridgeshire LSCB

7 The Meadows

Meadow Lane

St Ives

Cambridgeshire

PE27 4LG

Tel: 01480 373522

Email: lscbtraining@cambridgeshire.gov.uk

Equalities

COURSES AND WORKSHOPS – EQUALITIES

Training to Meet the Need of Settings

The Equalities Team offers training in your setting at times convenient to you, and on all aspects of equalities.

Bespoke courses:

- English as an additional language.
- Improving cultural diversity.
- Persona dolls.
- Major religions – key points which are relevant to settings.
- Introducing and using new resources.
- Story sacks for equalities.
- Working with parents as partners in learning.
- Welcoming and settling new arrivals.
- Working with Traveller children.
- Evaluating and improving the equalities action plan.

We are also available to consult by telephone or email on topics such as policy writing, resources, and specific queries about children's cultural or religious heritage.

English as an Additional Language (EAL)

EY OOS CM VR

Who:
- All childcare practitioners.

Aims:
- To support settings to understand the needs of children with English as an additional language and bilingual children.
- To sign post them to sources of support and resources.
- To provide a range of strategies to enhance the learning opportunities for these children.

Trainer: Equalities Manager/ Adviser

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Tues	15 Feb 2011	7.00pm – 9.00pm	Meadows Community Centre, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Weds	20 Oct 2010	7.00pm – 9.00pm	Oliver Cromwell Hotel, March

HUNTS

Day	Date	Time	Venue
Thurs	9 June 2011	7.00pm – 9.00pm	Olivers Lodge Hotel, St Ives

Addressing Diversity Through Play

EY OOS CM VR

Who:
- All childcare practitioners.

Aims:
- To enable participants to reflect on their own attitudes and practice with regards to stereotyping and prejudice.
- To enable participants to understand the negative impact of stereotyping and bias on young children.
- To demonstrate the benefits of an inclusive and culturally reflective curriculum for all children.
- To enable participants to understand how to effectively use resources that address issues of equality and diversity.

Trainer: Joe Bishop (Cambridgeshire Race Equality and Diversity Service)

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Thurs	7 Oct 2010	7.00pm – 9.00pm	Over Community Centre, Over

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Wed	15 June 2011	7.00pm – 9.00pm	Oliver Cromwell Hotel, March

HUNTS

Day	Date	Time	Venue
Tues	15 Mar 2011	7.00pm – 9.00pm	Olivers Lodge Hotel, St Ives

Training for Equalities Named Coordinators (ENCo) Stages 1 & 2 – Training for Designated Personnel

EY OOS

Who:

- The designated person should be a senior member of staff (Level 3 with at least 2 years post-qualifying experience), who has attended the basic child protection training course and is on site. It is important that all part-time and shift hours are covered, so there may be a need for more than one designated person in a setting.

Aims:

- Every setting in Cambridgeshire needs to ensure that they have a trained ENCo and an equalities policy. This is a two-part course and participants will need to attend both parts which are approximately two months apart.
- The first session will help the coordinator understand the key issues around equalities, the scope of their role and how to work with parents and staff to promote good practice.
- The second session tends to be reflective and looks at issues which have arisen during the previous months, review the equalities policy, and decide what initiatives will be taken over the following year.
- Participants will have a chance to explore the ENCo handbook and should bring a copy of this, if they have one in the setting, and their most recent equalities policy to both sessions.

Additional Information:

- Participants are asked to bring a copy of their policy (or draft policy) and their ENCo handbook with them.
- A bursary of £50 for this course can be claimed by settings when practitioners (who are the designated person) attend Equal Opportunities DP training. Settings can only claim this bursary once per financial year. You will find the appropriate claim form at the back of this programme.

Trainer/s: Equalities Manager/Adviser

Cost: Free

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Wed	15 Sept 2010	9.30am – 3.00pm	CPDC* - **DAY 1 of 2**
Wed	3 Nov 2010	9.30am – 12.30pm	CPDC* - **DAY 2 of 2**
Fri	29 April 2011	9.30am – 3.00pm	Over Community Centre, Over - **DAY 1**
Fri	24 June 2011	9.30am – 12.30pm	Over Community Centre, Over - **DAY 2**

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Tues	11 Jan 2011	9.30am – 3.00pm	Oliver Cromwell Hotel, March - **DAY 1**
Tues	22 Mar 2011	9.30am – 12.30pm	Oliver Cromwell Hotel, March - **DAY 2**
Thurs	12 May 2011	9.30am – 3.00pm	The Maltings, Ely - **DAY 1**
Thurs	14 July 2011	9.30am – 12.30pm	The Maltings, Ely - **DAY 2**

HUNTS

Day	Date	Time	Venue
Wed	22 Sept 2010	9.30am – 3.00pm	Hinchingbrooke Country Park** - **DAY 1**
Wed	10 Nov 2010	9.30am – 12.30pm	Hinchingbrooke Country Park** - **DAY 2**
Wed	2 Feb 2011	9.30am – 3.00pm	Redwings Lodge, Sawtry - **DAY 1**
Wed	30 Mar 2011	9.30am – 12.30pm	Redwings Lodge, Sawtry - **DAY 2**

Please note all the above are 2 part courses.

*CPDC, Trumpington, Cambridge
**Hinchingbrooke Country Park, Huntingdon

Training for Equal Opportunities – Designated Personnel Refresher

EY OOS

Who:

- ENCos who have been in role for over 3 years.

Aims:

- To support ENCos who have attended training more than three years ago in updating their knowledge of equalities, and ensuring that their equalities policy and action plan has been recently and effectively updated.
- To review the role of the ENCo and familiarise themselves with the ENCo Handbook.
- To provide and opportunity for questions about equalities to be raised and discussed in a supported group situation.

Additional Information:

- Equal Opportunities Coordinator training needs to be updated every three years in line with the requirements of the local agreement. Three years after attending the Equal Opportunities - Designated Person course you will need to update your skills and knowledge by attending the one day 'Equal Opportunities Coordinator – Refresher Course', this will then need to be repeated every three years.
- A bursary of £50 for this course can be claimed by settings when practitioners (who are the designated person) attend Equal Opportunities `DP training. Settings can only claim this bursary once per financial year. You will find the appropriate claim form at the back of this programme.

Trainer: Equalities Manager/Adviser

Cost: Free

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Wed	9 Feb 2011	9.30am – 4.00pm	CPDC, Trumpington, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Thurs	7 July 2011	9.30am – 4.00pm	Oliver Cromwell Hotel, March

HUNTS

Day	Date	Time	Venue
Mon	11 Oct 2010	9.30am – 4.00pm	Hinchingbrooke Country Park*

*Hinchingbrooke Country Park, Huntingdon

Racial Awareness

EY OOS CM VR

Who:
- All childcare practitioners.

Aims:
- This training is intended to support colleagues who wish to talk and debate the issues of how race affects the learning of children in early years and childcare settings.

Trainer: Equalities Manager/Adviser

Cost: £10

Day	Date	Time	Venue
Wed	6 April 2011	7.00pm – 9.00pm	Over Community Centre, Over

The Inclusion of Traveller Children

EY OOS CM

Who:
- All staff working with Traveller children and their families.

Aims:
- To explain the barriers to participation and achievement.
- To consider the diverse needs of Traveller children.
- To share good practice for successful inclusive practice and transitions.
- To raise awareness of the cultural and historical context of Travellers.

Trainer: Joe Bishop (Cambridgeshire Race Equality and Diversity Service)

Cost: £10

Day	Date	Time	Venue
Thurs	28 Oct 2010	9.30am – 12.00pm	Over Community Centre, Over

Notes...

Equalities - Inclusion

COURSES AND WORKSHOPS – EQUALITIES - INCLUSION

Training to Meet the Needs of Settings:

Although there are several courses in this handbook, which offer training to practitioners working with children with additional needs and developing inclusive practice, training is also available specific to your setting, or cluster of settings.

This training will be delivered at a suitable time, usually in your own setting, and has the benefit of being tailored to meet your needs and circumstances. Clearly it is useful for everyone who works in the setting to be trained at the same time if the topic is one of concern/interest for all of you.

The Area SENCos will ask you about your training needs at each routine visit, and they can advise you about what might be relevant for all your staff.

Area SENCos will also provide support and training for any actions identified by the Early Years and Childcare Quality Framework.

The training may be provided by an Area SENCo, an Early Years Specialist Support Teacher, or an Educational Psychologist.

Bespoke courses:

Positive Behaviour Management – a Preventative Approach

Participants will explore the way that positive approaches can lead to a calmer and more effective management of behaviour in the setting. It will focus on setting appropriate boundaries with all the children, and how setting staff can work together for positive outcomes.

Developing Inclusive Practice

This is part of the on-going work of the Area SENCos who will be able to give advice to all members of the setting staff on being truly inclusive. There is also a training course for settings who wish to include children from Black and Minority Ethnic (BME) communities more effectively.

Supporting Children on the Autism Spectrum

Supporting Speech, Language and Communication

The Inclusion Development Programme (IDP) aims to help settings develop more inclusive practice by raising awareness and confidence among all staff about meeting the needs of children with different types of SEN. This bespoke course uses IDP resources that focus on speech, language and communication needs and is designed for use by leaders of early years settings, in conjunction with SENCos.

Alternative and Augumentative Communication Systems

Specific training will be offered to settings with children needing this support for communication.

Early Years and Childcare Settings Conference: Supporting Children with Behavioural, Emotional and Social Difficulties

Launching the Inclusion Development Programme Guidance for practitioners in the early years. This guidance provides detailed information and examples of effective practice to support children with behavioural, emotional ands social difficulties.

It does not provide 'off the shelf' solutions but recognises the complex nature of these issues and illustrates how positive interactions can support outcomes for children.

Who:

- Setting SENCos and Managers.

Aims:

- Practitioners will understand the importance of children's behaviours – withdrawn, confident, shy, anxious, active, controlling, aggressive and victim behaviours.
- Practitioners will learn how to develop relationships, interactions and approaches to support children positively.
- Practitioners will understand the importance of the links between language development and behaviour.
- To strengthen communication and partnership work with others.
- To manage the environment – taking risks, the emotional climate, groups and other adults.
- To ensure an inclusive approach and provide access to all Early Years Foundation Stage (EYFS) learning opportunities.

Additional Information:

- This is part of the National Strategies Inclusion Development Programme (IDP) which all settings are expected to attend.
- Participants will receive an introduction to the guidance and will explore how observations, interactions and approaches can be used to meet the needs of all children.

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Thurs	23 Sept 2010	9.30am – 12.30pm	Over Community Centre, Over
Thurs	23 Sept 2010	1.30pm – 4.00pm	Over Community Centre, Over

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Thurs	7 Oct 2010	9.30am – 12.30pm	South Fens Business Park, Chatteris
Thurs	7 Oct 2010	1.30pm – 4.00pm	South Fens Business Park, Chatteris

HUNTS

Day	Date	Time	Venue
Thurs	14 Oct 2010	9.30am – 12.30pm	Olivers Lodge Hotel, St Ives
Thurs	14 Oct 2010	1.30pm – 4.00pm	Olivers Lodge Hotel, St Ives

Portage Basic Training Workshop

A nationally recognised training course for those working with early years children with significant and complex special educational needs.

Portage services provide for the early years child at home, but the strategies for supporting children's development are widely used with children with complex special needs. The Portage approach can help to provide a teaching framework for early years practitioners encouraging early development in those children with significant and complex SEN.

The course will follow the National Portage Association's core curriculum for a Basic Workshop and leads to a 'Certificate of Competence' accredited by the National Portage Association.

Completion of this basic course is mandatory for Portage Workers, and there will be two short homework assignments during the first two days of the course.

Who:

- Early years setting SENCos and Early Years Foundation Stage Practitioners supporting children with SEN.

Aims:

- To understand and use clear language.
- Record and plan activities for children with complex needs.
- How to break down tasks for small steps to success.
- Learn how to use toys, materials and prompts to support development.
- Understand the importance of settings and triggers in managing behaviours.
- Learn how to develop positive and supportive partnerships with parents and professionals.

Trainer: NPA Accredited Trainers – Liz Hunt and Jan Clifford

Cost: Course fees are **£150 for the three days**, which includes all course materials, lunch and other refreshments provided during the day

Day	Date	Time	Venue
Tues, Wed, Thurs	9, 10 & 11 Nov	9.00am – 4.00pm	Over Community Centre*

*Over Community Centre, Over

SENCo Induction Course – Training for Designated Personnel

EY

Who:

- The designated person should be a senior member of staff (Level 3 with at least 2 years post-qualifying experience).

Aims:

- To enable participants to acquire basic skills and strategies for the SENCo role.
- To raise awareness of Special Educational Needs (SEN) and current issues in SEN.
- To enable participants to write effective targets and strategies for children with SEN.
- To enable participants to understand the requirements of an SEN policy.

Additional Information:

- It is expected that SENCo training is updated every 3 years in line with the requirements of the local agreement. Three years after attending the SENCo Induction Course you will need to update your skills and knowledge by attending the one day SENCo - Refresher course.
- A bursary of £50 for this course can be claimed by settings when practitioners (who are the designated person) attend SENCo three day training. Settings can only claim this bursary once per financial year. You will find the appropriate claim form at the back of this programme.
- Participants are asked to bring a copy of their setting's SENCo Handbook with them.

Trainer: Area SENCo Team

Cost: Free

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Mon	15, 22 & 29 Nov 2010	9.30am – 3.00pm	Meadows Community Centre*
Mon	7, 14 & 21 Mar 2011	9.30am – 3.00pm	CPDC, Trumpington, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Tues	9, 16 & 23 Nov 2010	9.30am – 3.00pm	The Maltings, Ely
Tues	8, 15 & 22 Mar 2011	9.30am – 3.00pm	Oliver Cromwell Hotel, March

HUNTS

Day	Date	Time	Venue
Wed	6, 13 Oct & 3 Nov 2010	9.30am – 3.00pm	Olivers Lodge Hotel, St Ives
Thurs	5, 12 & 26 May 2011	9.30am – 3.00pm	Hinchingbrooke Country Park**

*Meadows Community Centre, Cambridge

**Hinchingbrooke Country Park, Huntingdon

SENCo Designated Personnel Refresher Course

EY

Who:

- Setting SENCos who completed their three-day SENCo induction more than three years ago.

Aims:

- To look at recent initiatives in early years SEN and their impact on settings to review partnership working.
- To refresh understanding of setting meaningful targets and strategies for children with SEN.
- To review partnership learning.

Additional Information:

- A bursary of £50 for this course can be claimed by settings when practitioners (who are the designated person) attend SENCo Designated Personnel refresher training. Settings can only claim this bursary once per financial year. You will find the appropriate claim form at the back of this programme.
- Participants are asked to bring a copy of their setting's SENCo Handbook with them.

Trainer: Area SENCo Team

Cost: Free

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Mon	11 Oct 2010	9.30am – 3.00pm	CPDC, Trumpington, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Tues	25 Jan 2011	9.30am – 3.00pm	Oliver Cromwell Hotel, March

HUNTS

Day	Date	Time	Venue
Thurs	10 Mar 2011	9.30am – 3.00pm	Hinchingbrooke Country Park*

*Hinchingbrooke Country Park, Huntingdon

Code 7631
Sterile Unmedicated Dressing
Propax
Alcohol Free Moist Cleansing Tissue
Smith & Nephew
Medi-Fresh
Alcohol Free Moist Cleansing Tissue
Smith & Nephew
Medi-Fresh
Extra Large
Code 7633
Sterile Unmedicated Dressing
This pack shall not be issued nor the contents used if the wrapper is broken
Propax
Medium
Sterile Unmedicated
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Paediatric First Aid Course (12 Hours)

The Early Years and Childcare Service can offer the 12 Hour Paediatric First Aid Course.

This training is also available from many local colleges and other private training organisations.

Cost:

- The course fee is £90. You may be able to claim a bursary of £50 towards the course, please see information box overleaf.
- The cost includes a £10 non refundable booking fee.

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Sat	20 & 27 Nov 2010	9.30am – 4.30pm	CPDC, Trumpington, Cambridge
Sat	15 & 22 Jan 2011	9.30am – 4.30pm	Meadows Community Centre*
Sat	2 & 9 July 2011	9.30am – 4.30pm	CPDC, Trumpington, Cambridge
Mon	4 & 11 July 2011	9.30am – 4.30pm	Meadows Community Centre,*

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Mon	1 & 8 Nov 2010	9.30am – 4.30pm	Oliver Cromwell Hotel, March
Sat	19 & 26 Mar 2011	9.30am – 4.30pm	Elme Hall Hotel, Wisbech
Thurs	3, 10, 17 & 24 Mar 2011	6.15pm – 9.30pm	Lamb Hotel, Ely
Tues	7 & 14 June 2011	9.30am – 4.30pm	The Maltings, Ely

HUNTS

Day	Date	Time	Venue
Sat	23 & 30 Oct 2010	9.30am – 4.30pm	The Priory Centre, St Neots
Wed	9 & 16 Feb 2011	9.30am – 4.30pm	Hinchingbrooke Country Park**
Sat	14 & 21 May 2011	9.30am – 4.30pm	Olivers Lodge Hotel, St Ives
Mon	6, 13, 20 & 27 Jun 2011	6.15pm – 9.30pm	GPDC, Godmanchester

*Meadows Community Centre, Cambridge **Hinchingbrooke Country Park, Huntingdon

Funding for First Aid Courses

The Early Years and Childcare Service can offer funding as follows:

- £50 per place (on receipt of an application form and copy of receipt or invoice)
  - Maximum 1 person per setting per financial year (our financial year runs from 1 April 2010 to 31 March 2011).
  - Childminders who need to renew their first aid qualification.

Please note: Special consideration will be given to settings that do not meet Ofsted minimum requirements for first aiders.

In accordance with guidelines set by Ofsted and the Government, all training needs to be at least 12 hours in duration and cover the following criteria:

1. Training should be designed for workers caring for children in the absence of their parents
2. The training leading to a certificate or a renewal certificate should be a minimum of 12 hrs
3. The first aid certificate is renewed every 3 years
4. Resuscitation and other equipment should include baby, and junior models as appropriate
5. Training should cover appropriate contents of first aid kit for babies and children
6. Training should include recording of accidents and incidents
7. The course should include learning outcomes covering the following areas:
   - 7.1 Planning for first aid emergencies involving babies and children
   - 7.2 Dealing with emergencies involving babies and children
   - 7.3 Resuscitating babies and children
   - 7.4 Recognising and dealing with shock in babies and children
   - 7.5 Recognising and responding appropriately to anaphylactic shock in babies and children
   - 7.6 Recognising and responding appropriately to electric shock in babies and children
   - 7.7 Recognising and responding appropriately to bleeding in babies and children
   - 7.8 Responding appropriately to burns and scalds in babies and children
   - 7.9 Responding appropriately to choking in babies and children
   - 7.10 Responding appropriately to suspected fractures in babies and children
   - 7.11 Responding appropriately to head, neck and back injuries in babies and children
   - 7.12 Recognising and responding appropriately to cases of poisoning in babies and children
   - 7.13 Responding appropriately to foreign bodies in eyes, ears and noses of babies and children
   - 7.14 Responding appropriately to eye injuries in babies and children
   - 7.15 Responding appropriately to bites and stings in babies and children
   - 7.16 Responding appropriately with effects of extreme heat and cold in babies and children
   - 7.17 Responding appropriately to febrile convulsions in babies and young children
   - 7.18 Recognising and responding appropriately to the emergency needs in babies and children with chronic medical conditions including; epilepsy, asthma, sickle cell, diabetes
   - 7.19 Recognising and responding appropriately to meningitis and other serious sudden illness.

Early Years Foundation Stage

COURSES AND WORKSHOPS – EARLY YEARS FOUNDATION STAGE

Training to Meet the Needs of Settings:

As well as the training outlined in this section your Early Years Foundation Years Adviser (EYFSA) is able to offer some training specific to your setting or cluster of settings.

This training will be delivered at a suitable time, usually in your own setting and has the benefit of being tailored to meet your needs and circumstances. Clearly it is useful for everyone who works in the setting to be trained at the same time if the topic is one of concern/interest for all of you.

Your Early Years Foundation Years Adviser will discuss your training needs during their visits.

Bespoke Courses:

Parents as Partners

- This aims to support settings in engaging parents in their children's learning. It will allow practitioners to reflect on their current practice and give them practical ideas for working with parents.

Reflective Practice

- This training supports practitioners to reflect on their practice through the use of the EYCC Quality Framework and the Ofsted Self Evaluation Form (SEF). Practitioners will gain a better understanding of the principles of quality improvement.

Moving on Together

- This training will provide advice and guidance on effective transitions within and between settings. It will support practitioners to develop a range of strategies to support transition and engage parents in their child's learning. It is specifically aimed at settings that have not accessed this training in the last year.

Mark Making Matters

- This training will support practitioners in understanding young children's mark making across all areas of learning and development and within the wider context of Early Years Foundation Stage (EYFS). It will use the national guidance on 'Mark Making Matters – young children making meaning in all areas of learning and development.'

Introduction to Early Years Foundation Stage (EYFS)

EY VR

Who:
- All childcare practitioners.

Aims:
- To introduce participants to the aims and principles of the Early Years Foundation Stage.
- To explore the supporting child commitment of the enabling environment theme.
- To learn about effective practice.
- To discuss ways of involving parents in the child's learning journey.
- To reflect on current practice and explore practical ways to develop and improve the setting's practice.

Trainer: Early Years Foundation Years Adviser Team

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Thurs	30 Sept 2010	7.00pm – 9.00pm	Meadows Community Centre, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Thurs	23 Sept 2010	7.00pm – 9.00pm	The Maltings, Ely

HUNTS

Day	Date	Time	Venue
Thurs	7 Oct 2010	7.00pm – 9.00pm	Olivers Lodge Hotel, St Ives

Progress Matters – Reviewing and Enhancing Young Childrens Development

EY OOS

Who:
- Setting leaders and managers.

Aims:
- To explore and develop how we gather information on children's learning and development.
- To explore how we use information to support children's learning and development.
- To develop how we summarise information to track children's progress.
- To explore and develop how we use summary information to support children's progress.

Trainer: Early Years Foundation Years Adviser Team

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Tues	12 Oct 2010	1.00pm – 4.00pm	Foxton Village Hall, Foxton
Wed	3 Nov 2010	1.00pm – 4.00pm	Meadows Community Centre, Cambridge
Tues	16 Nov 2010	1.00pm – 4.00pm	CPDC, Trumpington, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Wed	13 Oct 2010	9.30am – 12.30pm	South Fens Business Park, Chatteris
Thurs	14 Oct 2010	1.00pm – 4.00pm	The Brook, Soham
Wed	17 Nov 2010	9.30am – 12.30pm	The Maltings, Ely

HUNTS

Day	Date	Time	Venue
Tues	2 Nov 2010	9.30am – 12.30pm	Hinchingbrooke Country Park*
Mon	8 Nov 2010	1.00pm – 4.00pm	The Bell Inn, Stilton
Tues	9 Nov 2010	9.30am – 12.30pm	Olivers Lodge Hotel, St Ives

*Hinchingbrooke Country Park, Huntingdon

Learning, Playing and Interacting - Parts 1, 2 and 3

EY

Who:

- The course is suitable for reflective practitioners who have a good understanding of early years pedagogy.

Aims:

- To challenge practitioners to further improve learning, playing and interacting in the EYFS.
- To understand the complex relationships between young children's play and learning.
- To develop and implement strategies to support, stimulate and extend young children's learning and creative thinking.

During the course practitioners will be expected to carry out some simple actions in their setting. The following half-term they will implement a project of their choice, supported by a half-day visit from the trainer.

Trainer: Carolyn Purser, Early Years Consultant

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Tues	21 Sept 2010	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge
Tues	5 Oct 2010	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge
Tues	2 Nov 2010	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Wed	26 Jan 2011	7.00pm – 9.00pm	Oliver Cromwell Hotel, March
Wed	9 Feb 2011	7.00pm – 9.00pm	Oliver Cromwell Hotel, March
Wed	2 Mar 2011	7.00pm – 9.00pm	Oliver Cromwell Hotel, March

HUNTS

Day	Date	Time	Venue
Thurs	12 May 2011	7.00pm – 9.00pm	Hinchingbrooke Country Park*
Thurs	26 May 2011	7.00pm – 9.00pm	Hinchingbrooke Country Park*
Thurs	9 June 2011	7.00pm – 9.00pm	Hinchingbrooke Country Park*

*Hinchingbrooke Country Park, Huntingdon

Developing Leadership

EY

Who:
- New leaders or leaders who wish to renew their leadership skills.

Aims:
- There are three sessions which will focus on you and the leadership role, your team and how they work together and meeting the changing needs and identifying areas for development.

Trainer: Susan Sykes, Early Years Foundation Stage Adviser

Cost: £10

Day	Date	Time	Venue
Tues	8 Feb, 1 & 22 Mar 2011	1.00pm – 4.00pm	CPDC*
Thurs	5 & 26 May, 16 Jun 2011	1.00pm – 4.00pm	Oliver Cromwell Hotel, March

*CPDC, Trumpington, Cambridge

Leadership for Change

EY

Who:

- Practitioners who are currently in a management/leadership role and are therefore qualified to level three or higher.
- Early Years Foundation Years Adviser agreement will be required to enable you to take part in this higher level Training.

Aims:

- Develop leadership skills.
- Encourage leaders to support self evaluation and reflection.
- Support leaders to promote change which is creative and emulates good practice.

Additional Information:

- Thoughout the course there will be reference to the following documents, EPPE, SPEEL and KEEP, delegates will be expected to keep a reflective journal and complete a piece of action research.
- Please be advised that this is a 4 day course and practitioners must attend the whole course. It is important that you arrive on time and are able to stay until the end of the course.

Trainer: Kennedy Hunns, Early Years Foundation Stage, Team Leader

Cost: £10

Day	Date	Time	Venue
Fri	17 Sept 2010	9.30pm – 4.00pm	Over Comunity Centre, Over - **Session 1**
Fri	15 Oct 2010	9.30pm – 4.00pm	Over Comunity Centre, Over - **Session 2**
Fri	19 Nov 2010	9.30pm – 4.00pm	Over Comunity Centre, Over - **Session 3**
Fri	10 June 2011	9.30pm – 12.30pm	Over Comunity Centre, Over - **Session 4**

Promoting PSED with the Under Twos

EY CM VR

Who:

- Practitioners working with the under twos in PVI settings and childminders.

Aims:

- To consider appropriate indoor and outdoor play experiences for under twos.
- To have an introduction to heuristic play for the under twos.
- To evaluate current practice in the setting and ways to improve the quality of experiences for under twos.

Trainer: Early Years Foundation Years Adviser Team

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Tues	8 Feb 2011	7.00pm – 9.00pm	Meadows Community Centre, Cambridge
Weds	16 Mar 2011	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Tues	28 Sept 2010	7.00pm – 9.00pm	The Maltings, Ely
Wed	12 Jan 2011	7.00pm – 9.00pm	Oliver Cromwell Hotel, March

HUNTS

Day	Date	Time	Venue
Wed	13 Oct 2010	7.00pm – 9.00pm	Hinchingbrooke House, Huntingdon
Thurs	10 Mar 2011	7.00pm – 9.00pm	Olivers Lodge Hotel, St Ives

Promoting PSED for Over Twos

EY CM VR

Who:
- Practitioners working with children over two years old.

Aims:
- To develop understanding of young children's emotional well being with a focus on self confidence and emotional well-being.
- To reflect on current practice and identify ways to promote children's development in this crucial area.

Trainer: Early Years Foundation Years Adviser Team

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Mon	27 Sept 2010	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge
Wed	20 Oct 2010	7.00pm – 9.00pm	Meadows Community Centre, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Mon	4 Oct 2010	7.00pm – 9.00pm	The Maltings, Ely

HUNTS

Day	Date	Time	Venue
Wed	13 Oct 2010	7.00pm – 9.00pm	Hinchingbrooke Country Park*
Mon	8 Nov 2010	7.00pm – 9.00pm	Olivers Lodge Hotel, St Ives

*Hinchingbrooke Country Park, Huntingdon

Forest School Practice for Early Years and Out of School Settings

EY OOS

Who:

- Practitioners in an early years or out of school setting.

Aims:

- To understand the Forest school ethos, history and roots within the UK.
- Practitioners will analyse those factors that make Forest school different from other forms of outdoor education and play.
- To understand how Forest school can promote learning and meet the Early Years Foundation Stage requirements and support all children's social and emotional needs.
- To understand how to work safely at Forest school.
- To understand how to carry out a range of practical tasks in a safe manner to support learners at Forest school.

Additional information:

- This is an introductory course to allow practitioners to explore the roots of Forest schools.
- Delegates will learn how Forest school complements the Early Years Foundation stage and more traditional outdoor play opportunities, fostering the holistic development of two to five year old children as well as benefiting older children who attend out of school clubs/holiday playschemes.
- Please wear clothing suitable for the outdoor environment, and bring wet weather gear in case of rain.
- Please bring a packed lunch for the full day sessions.

Trainer: Early Years Foundation Years Adviser

Cost: £10

...comntinued overleaf

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Wed	4 May 2011	10.00am – 3.00pm	Milton Country Park, Cambridge
Wed	18 May 2011	10.00am – 3.00pm	Milton Country Park, Cambridge
Thurs	19 May 2011	10.00am – 3.00pm	Milton Country Park, Cambridge

HUNTS

Day	Date	Time	Venue
Thurs	5 May 2011	10.00am – 3.00pm	Hinchingbrooke Country Park*

*Hinchingbrooke Country Park, Huntingdon

For other evening dates please see page 85.

Engaging Boys in Learning

EY CM

Who:
- Practitioners working within the EYFS.

Aims:
- To understand gender differences and how these affect learning.
- To learn how to create enabling environments to engage boys.
- To reflect on current practice and explore ways to improve the engagement of boys in own setting.

Trainer: Early Years Foundation Years Adviser Team

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Thurs	21 Oct 2010	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Mon	13 Dec 2010	7.00pm – 9.00pm	Oliver Cromwell Hotel, March

HUNTS

Day	Date	Time	Venue
Tues	5 Oct 2010	7.00pm – 9.00pm	Hinchingbrooke Country Park*

*Hinchingbrooke Country Park, Huntingdon

I'm a Superhero

EY CM

Who:
- Practitioners working within the EYFS.

Aims:
- To develop an understanding of the value of superhero play.
- To consider our role in supporting children's superhero play.
- To evaluate our learning environment to promote this type of play in our provision.

Additional Information:
- The course that follows on from 'I'm a Superhero' is called Raising Boy's Achievements.

Trainers: Early Years Foundation Years Adviser Team

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Wed	9 Mar 2011	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge
Wed	6 April 2011	7.00pm – 9.00pm	Meadows Community Centre, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Thurs	24 Mar 2011	7.00pm – 9.00pm	Elme Hall Hotel, Wisbech

HUNTS

Day	Date	Time	Venue
Tues	22 Mar 2011	7.00pm – 9.00pm	Hinchingbrooke House, Huntingdon
Tues	29 Mar 2011	7.00pm – 9.00pm	Olivers Lodge Hotel, St Ives

Raising Boys Achievement

EY CM

Who:

- Practitioners who are qualified to level 3 and have already undertaken session 1, 'Engaging Boys in Learning' and session 2 'I'm a Superhero'.

Aims:

- To enable practitioners to understand why boys' learning should be an area for focus in early years settings.
- To explore a range of related theories, including Biological, Feminist and Social Constructivist: to help reflect on current practice in early years settings.
- To introduce practitioners to 'storying' and consider how it can be used to extend boys' learning across all areas of learning and development in the Early Years Foundation Stage.
- To consider ways of using Problem Solving, Reasoning and Numeracy (PSRN), and ICT to promote boys' achievements.

Trainers: Early Years Foundation Years Adviser Team

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Wed	6 July 2011	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge
Wed	18 May 2011	7.00pm – 9.00pm	Meadows Community Centre, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Tues	14 June 2011	7.00pm – 9.00pm	Oliver Cromwell Hotel, March

HUNTS

Day	Date	Time	Venue
Thurs	23 June 2011	7.00pm – 9.00pm	Hinchingbrooke Country Park*
Mon	20 June 2011	7.00pm – 9.00pm	Olivers Lodge Hotel, St Ives

*Hinchingbrooke Country Park, Huntingdon

Music & Rhymes, Communication Language & Literacy

EY CM

Who:
- Practitioners working within EYFS.

Aims:
- To develop practitioner knowledge around the importance and value of songs, music and rhymes.
- To give practical ideas around how songs, music and rhymes can be used to support various aspects of Communication, Language and Literacy.
- To show the links between musical creativity and the 'Letters and Sounds' programme.

Trainers: Early Years Foundation Years Adviser Team

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Wed	19 Jan 2011	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge
Tues	1 Mar 2011	7.00pm – 9.00pm	Meadows Community Centre, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Thurs	12 May 2011	7.00pm – 9.00pm	Oliver Cromwell Hotel, March
Thurs	17 May 2011	7.00pm – 9.00pm	The Maltings, Ely

HUNTS

Day	Date	Time	Venue
Mon	8 Feb 2011	7.00pm – 9.00pm	Hinchingbrooke House, Huntingdon
Wed	4 May 2011	7.00pm – 9.00pm	The Bell Inn, Stilton

Maths 1 – Children Thinking Mathematically: Enabling Environments

EY CM

Who:

- All practitioners in PVI settings working with children from 3-5 years. This course is also suitable for practitioners new to childcare or Problem Solving Reasoning and Numeracy (PSRN).

Aims:

- To gain an understanding of how to create a rich play environment, both indoors and out, to engage children in problem solving, reasoning and numeracy.
- To explore how to take advantage of everyday routines and resources to enhance children's understanding of mathematical concepts.
- To consider ways to provide opportunities for mathematical mark making in play.

Additional Information:

- Practitioners wishing to further develop their skills should also consider Maths 2 - Children Thinking Mathematically: Counting Matters.

Trainers: Early Years Foundation Years Adviser Team

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Tues	5 Oct 2010	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Wed	13 Oct 2010	7.00pm – 9.00pm	Oliver Cromwell Hotel, March

HUNTS

Day	Date	Time	Venue
Tues	19 Oct 2010	7.00pm – 9.00pm	Hinchingbrooke House, Huntingdon

Maths 2 – Children Thinking Mathematically – Counting Matters

EY

Who:

- Experienced practitioners working within the Early Years Foundation Stage who wish to develop their knowledge of aspects of Problem Solving Reasoning and Numeracy (PSRN)

Aims:

- To develop practitioner knowledge and understanding of numbers as labels and for counting and calculation, including:
- A rich play environment
- The role of the adult
- Assessment for learning

Additional Information:

- This course would be a useful follow on from Maths 1 Children Thinking Mathematically: Enabling Environments for 3-5 year olds.

Trainers: Early Years Foundation Years Adviser Team

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Tues	15 Mar 2011	7.00pm – 9.00pm	Meadows, Community Centre, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Mon	21 Feb 2011	7.00pm – 9.00pm	The Maltings, Ely

HUNTS

Day	Date	Time	Venue
Thurs	10 Feb 2011	7.00pm – 9.00pm	Olivers Lodge Hotel, St Ives

Maths 3 – Children Thinking Mathematically – Calculation Matters

EY OOS CM

Who:

- Practitioners who are new to the profession or who do not feel confident about promoting children's learning in this area of mathematics.

Aims:

- To share ideas and work with others to learn new and practical ways to support children's skills in calculation.
- To provide practitioners with an overview of the elements of calculation included in mathematical development in the EYFS.
- To enable practitioners to develop practical ways to promote children's learning of calculation through play based activities, indoors and out.

Trainers: Early Years Foundation Years Adviser Team

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Thurs	16 Jun 2011	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Tues	28 Jun 2011	7.00pm – 9.00pm	The Maltings, Ely

HUNTS

Day	Date	Time	Venue
Weds	18 May 2011	7.00pm – 9.00pm	Hinchingbrooke County Park*

*Hinchingbrooke County Park, Huntingdon

Maths 4 – Children Thinking Mathematically Through Musical Experiences (0-3 year olds)

EY CM VR

Who:
- Practitioners who may be new to the profession.

Aims:
- To gain further understanding about how music (rhythm, singing, rhyme and music making) can be used to develop children's mathematical thinking and skills in PSRN.
- To provide an overview of children's musical development.
- To consider how music can support children's mathematical thinking.
- To develop ideas for songs, rhymes, rhythmical and musical activities to support PSRN.

Trainers: Early Years Foundation Years Adviser Team

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Tues	3 May 2011	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge
Thurs	19 May 2011	7.00pm – 9.00pm	Meadows Community Centre, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Wed	9 Feb 2011	7.00pm – 9.00pm	Oliver Cromwell Hotel, March
Wed	2 Mar 2011	7.00pm – 9.00pm	The Maltings, Ely

HUNTS

Day	Date	Time	Venue
Thurs	20 Jan 2011	7.00pm – 9.00pm	The Bell Inn, Stilton
Tues	10 May 2011	7.00pm – 9.00pm	Hinchingbrooke County Park*

*Hinchingbrooke County Park, Huntingdon

Promoting Emotional Resilience

EY OOS CM VR

Who:
- Practitioners working within EYFS.

Aims:
- To develop an understanding of emotional resilience in terms of children's well being.
- To understand the importance of the quality of relationships that children experience in early years settings.
- To develop a greater understanding of what an enabling environment looks like to support emotional resilience.

Trainers: Early Years Foundation Years Adviser Team

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Wed	16 Feb 2011	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Thurs	24 Mar 2011	7.00pm – 9.00pm	Oliver Cromwell Hotel, March

HUNTS

Day	Date	Time	Venue
Tues	8 Mar 2011	7.00pm – 9.00pm	Hinchingbrooke County Park*

*Hinchingbrooke County Park, Huntingdon

Helping Children Manage Loss, Separation and Family Change

EY OOS CM

Who:

- Experienced practitioners. It will also be helpful for anyone who may be looking to understand and establish best practice for early years settings or writing a bereavement policy.

Aims:

- Examine the process of loss and grief for children.
- Identify signs and symptoms of the grief process in relation to children.
- Illustrate ways to support children.
- Critique children's books for usefulness in early years settings.
- Establish best practice in relation to loss and family change in an early years setting.

Trainer: Chris Duguid, Independent Trainer

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Thurs	23 Jun 2011	1.00pm – 3.00pm	CPDC, Trumpington, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Tues	23 Nov 2010	1.00pm – 3.00pm	Oliver Cromwell Hotel, March

HUNTS

Day	Date	Time	Venue
Tues	8 Mar 2011	10.00am – 12.00pm	Olivers Lodge Hotel, St Ives

The Great Outdoors!

EY OOS CM VR

Who:

- All childcare practitioners.

Aims:

- To provide a better understanding of the importance of the outdoor environment in supporting different ways of learning, across all areas of the EYFS.
- To develop skills in planning challenging and stimulating outdoor learning experiences for children in the Early Years Foundation Stage.
- To provide a better understanding of the importance of 'risky play' and physical challenge.
- To reflect on current practice and consider ways to make the most of outdoor spaces.

Additional Information:

- Please bring stout outdoor footwear or wellington boots and warm, waterproof clothing, as part of this course will be outside.

Trainer: Early Years Foundation Years Adviser Team

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Mon	13 June 2011	9.30pm – 3.00pm	Meadows Community Centre, Cambridge
Tues	10 May 2011	9.30pm – 3.00pm	CPDC, Trumpington, Cambridge
Thurs	7 July 2011	9.30pm – 3.00pm	Over Community Centre, Over

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Thurs	9 June 2011	9.30pm – 3.00pm	Redwings Lodge, Sawtry
Tues	5 July 2011	9.30pm – 3.00pm	Elm Hall Hotel, Wisbech

HUNTS

Day	Date	Time	Venue
Thurs	12 May 2011	9.30pm – 3.00pm	Hinchingbrooke County Park*
Thurs	23 June 2011	9.30pm – 3.00pm	Hinchingbrooke County Park*

*Hinchingbrooke County Park, Huntingdon

'Every Child a Talker'

Cambridgeshire County Council has been funded to support 24 settings to take part in the National Strategy's Every Child a Talker initiative. The programme focuses on raising attainment in language for communication and thinking by improving practitioners' skills, knowledge and understanding of how language develops and how best to support children.

The following courses are available to support settings, who are not part of the Every Child a Talker initiative, to develop children's language for communication and thinking.

Talking and Playing with Babies

EY CM

Who:
- All practitioners working with children under 2 years.

Aims:
- To introduce practitioners to very early language development.
- To develop practitioners' communication skills.
- To share practical ideas that will encourage communication.

Cost £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Tues	12 Oct 2010	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Tues	2 Nov 2010	7.00pm – 9.00pm	Oliver Cromwell Hotel, March

HUNTS

Day	Date	Time	Venue
Tues	5 Oct 2010	7.00pm – 9.00pm	Hinchingbrooke House, Huntingdon

Talking and Playing with Toddlers and Young Children

EY CM

Who:

- All practitioners working with children over 2 years.

Aims:

- To introduce practitioners to early language development.
- To develop practitioners' communication skills.
- To share practical ideas that will encourage communication.

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Tues	1 Mar 2011	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Mon	14 Mar 2011	7.00pm – 9.00pm	The Maltings, Ely

HUNTS

Day	Date	Time	Venue
Mon	7 Mar 2011	7.00pm – 9.00pm	Hinchingbrooke House, Huntingdon

Interacting with Children – Supporting their Needs

EY CM

Who:

- All practitioners working with children in EYFS.

Aims:

- To explore the role of the physical environment in supporting communication.
- To explore the role of the emotional environment in supporting.

Cost £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Thurs	10 Feb 2011	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Thurs	3 Mar 2011	7.00pm – 9.00pm	Burwell House, Burwell

HUNTS

Day	Date	Time	Venue
Weds	16 Feb 2011	7.00pm – 9.00pm	Hinchingbrooke House, Huntingdon

Fun with Books

EY CM

Who:
- All practitioners working with children in EYFS.

Aims:
- To use books to extend children's vocabulary.
- To develop practitioners' skills in using books.

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Mon	9 May 2011	7.00pm – 9.00pm	Meadows Community Centre, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Mon	13 June 2011	7.00pm – 9.00pm	The Maltings, Ely

HUNTS

Day	Date	Time	Venue
Weds	18 May 2011	7.00pm – 9.00pm	Hinchingbrooke House, Huntingdon

Story Telling and Role Play

EY CM

Who:
- All practitioners working with children in EYFS.

Aims:
- To support practitioners to be confident story tellers.
- To help children develop their language through their story telling and role play.

Cost £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Tues	7 Sept 2011	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Tues	28 Sept 2011	7.00pm – 9.00pm	Oliver Cromwell Hotel, March

HUNTS

Day	Date	Time	Venue
Tues	14 Sept 2011	7.00pm – 9.00pm	Hinchingbrooke House, Huntingdon

Learning to Talk – Working with Parents

EY CM

Who:
- All practitioners working with children in EYFS.

Aims:
- To support settings in engaging parents in the development of their children's language skills.

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Tues	15 Mar 2011	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Tues	29 Mar 2011	7.00pm – 9.00pm	South Fens Business Centre, Chatteris

HUNTS

Day	Date	Time	Venue
Tues	22 Mar 2011	7.00pm – 9.00pm	Hinchingbrooke House, Huntingdon

Healthy Eating

EY OOS VR

Who:

- All practitioners working with children in EYFS.

Aims:

- To promote an understanding of the importance of healthy eating through participation in a variety of activities involving food.
- To consider the benefits of food and cooking activities in early years settings with a view to promoting healthy eating, learning and development in young children.
- To participate in planning, implementing and evaluating a variety of activities involving food suitable for young children.
- To be aware of, and have respect for the dietary requirements, traditions and wishes of families in their own settings, and how to plan accordingly.
- To identify ways to raise awareness of enjoying healthy eating with parents and carers in an early years setting.
- To evaluate the benefits to children in terms of learning opportunities and experiences through the EYFS

Trainer: Pre-school Learning Alliance

Cost £10

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Weds	2 Mar 2011	6.00pm – 9.00pm	Burwell Early Learners*
Weds	18 May 2011	6.00pm – 9.00pm	March Youth & Community Centre, March

HUNTS

Day	Date	Time	Venue
Weds	13 Oct 2010	68.00pm – 9.00pm	Alconbury Memorial Hall, Alconbury

*Burwell Early Learners, Burwell Village College, Burwell

Out Of School

COURSES AND WORKSHOPS – OUT OF SCHOOL

EYFS – Moving On

OOS

Who:
- Practitioners working in an out of school setting.

Aims:
- To look at how settings can develop their delivery of the Early Years Foundation Stage while remaining true to the principles of a play based setting.
- This session will focus on and provide settings with further information on play planning, observations and key working.

Additional Information:
- Maximum of two practitioners per setting may attend.

Trainer: Childcare & Playwork Adviser Team

Cost: £10

Day	Date	Time	Venue
Tues	15 Feb 2011	7.00pm – 9.00pm	The Maltings, Ely

SENCo for Out of School Settings

OOS

Who:

- The person taking on the designated SENCo role within out of school setting.

Aims:

- To develop out of school settings' understanding of their statutory obligation to include all children under the Disability Discrimination Act (2004), and the need to have a named SENCo in their settings as stated in EYFS Welfare Requirements.
- Participants have the opportunity to explore and discuss the various roles of the setting SENCo including the difference between special and additional needs, partnership working, accessing support and funding, communication etc.

Additional Information:

- In response to requests from settings we are trialling delegates being able to book onto different part one and part two sessions. Delegates must attend both sessions, within a 6 month timeframe, to gain certification.
- Participants must attend both sessions to gain certification.
- It is expected that SENCo training is updated every 3 years in line with the requirements of the Local Agreement by attending one of our SENCo Refresher courses.

Trainer: Childcare and Playwork Adviser Team

Cost: Free

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Mon	4 Oct 2010	9.30am – 2.30pm	CPDC, Trumpington, Cambridge - **Session 1**
Mon	6 Dec 2010	9.30am – 1.00pm	CPDC, Trumpington, Cambridge - **Session 2**
Wed	9 Feb 2011	9.30am – 2.30pm	Over Community Centre, Over - **Session 1**
Wed	27 April 2010	9.30am – 1.00pm	Over Community Centre, Over - **Session 2**

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Thurs	5 & 12 May 2011	7.00pm – 9.30pm	The Maltings, Ely - **Session 1** (parts a & b)
Thurs	14 Jul 2011	7.00pm – 9.30pm	The Maltings, Ely - **Session 2**

HUNTS

Day	Date	Time	Venue
Sat	29 Jan 2011	9.30am – 2.30pm	Redwings Lodge, Sawtry - **Session 1**
Sat	2 Apr 2011	9.30am – 1.00pm	Redwings Lodge, Sawtry - **Session 2**

Assessing Risk? Don't Panic!

EY OOS

Are you unsure what you need to risk assess? Would you like guidance on how to complete affective risk benefit assessments? Unclear about COSSH (Control Of Substances Hazardous to Health) and RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurences Regulations)? Then this session's for you.

Who:
- All practitioners who are responsible for risk assessing.

Aims:
- To enable practitioners to complete effective risk benefit assessments.
- To develop understanding of COSHH and RIDDOR.

Additional Information:
- This training compliments the **Risky Play** sessions also being delivered by the Childcare and Playwork Team.
- Maximum of two practitioners per setting may attend.

Trainer: Childcare and Playwork Adviser Team

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Thurs	7 July 2011	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Wed	3 Nov 2010	7.00pm – 9.00pm	The Matings, Ely

HUNTS

Day	Date	Time	Venue
Thurs	19 May 2011	7.00pm – 9.00pm	Hinchingbrooke Country Park*

*Hinchingbrooke Country Park, Huntingdon

Risky Play

OOS

This training will highlight the benefits of allowing children to engage in risky play while tackling some of the concerns providers may have about allowing risky play to happen in their setting.

Who:
- All practitioners working in an out of school setting.

Aims:
- To develop an understanding of the benefits of allowing children to make choices and take risks.
- To provide settings with practical ideas of how to develop play opportunities that allow children to take risks in a safe environment.
- To help practitioners examine their own current practice and consider ways to create challenges.

Additional Information:
- This is improved and extended training from last years programme.
- Practitioners attending this training are encouraged to attend the **Risk Assessing? Don't Panic!** session also being delivered by the Childcare and Playwork Team.
- Maximum of two practitioners per setting may attend.

Trainer: Childcare and Playwork Adviser Team

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Mon	13 & 20 Jun 2011	7.00pm – 8.30pm	Meadows Community Centre, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Sat	5 Feb 2011	9.30am – 12.30pm	The Maltings, Ely

HUNTS

Day	Date	Time	Venue
Tues	12 & 19 Oct 2010	7.00pm – 8.30pm	Hinchingbrooke House, Huntingdon

Kids Rule Ok!

OOS

Would you like a better understanding of what participation means and how it can benefit children and your setting? This session will look at practical ways that children can become involved with making decisions and choices in all aspects of an out of school setting overcoming some of the common barriers.

Who:
- All practitioners working in an out of school setting.

Aims:
- To develop an understanding of the importance of children's participation.
- To provide settings with practical ideas on supporting children's participation.
- To address some of the common barriers to enabling participation to happen.

Additional Information:
- Maximum of two practitioners per setting may attend.

Trainer: Childcare and Playwork Adviser Team

Cost: £10

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Wed	8 Dec 2010	7.00pm – 9.00pm	Oliver Cromwell Hotel, March

HUNTS

Day	Date	Time	Venue
Thurs	7 April 2011	7.00pm – 9.00pm	Olivers Lodge Hotel, St Ives

The Great Outdoors!

OOS VR

Who:

- All practitioners working in an out of school setting with school aged children.

Aims:

- A hands on session developing practitioners' understanding of the important role the outdoor environment has in supporting a quality play setting.
- To develop an understanding of the theory behind why outdoor and play using nature's resources is so important for children.
- To provide settings with practical ideas of how to develop a quality outdoor play environment and how to incorporate nature's resources in their settings.

Trainer: Childcare and Playwork Adviser Team

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Tues	8 Feb 2011	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Tues	5 Oct 2010	7.00pm – 9.00pm	The Maltings, Ely

HUNTS

Day	Date	Time	Venue
Mon	4 July 2011	7.00pm – 9.00pm	Redwings Lodge, Sawtry

All About Play

EY OOS

The drive for children to play is often described as part of our basic human development, but what are the processes that take place when children play and what are the types of play children need to experience to support development?

Who:

- All practitioners working with children in a setting.

Aims:

- This two part training looks to unpick Gordon Sturrock's theory of the play circle and to explore the Bob Hughes' theory on the range of play types.
- Session one will develop practitioners' understanding of the play circle and provide them with the knowledge to successfully support children's play.
- Session two will develop practitioners' understanding of the play types and explore whether settings are enabling children to experience the full range of play types.

Trainer: Childcare and Playwork Adviser Team

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Tues	9 Nov 2010	7.00pm – 8.30pm	CPDC, Trumpington, Cambridge - **Part1**
Tues	16 Nov 2010	7.00pm – 8.30pm	CPDC, Trumpington, Cambridge - **Part2**

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Wed	22 June 2011	7.00pm – 8.30pm	The Maltings, Ely - **Part1**
Wed	29 Jun 2011	7.00pm – 8.30pm	The Maltings, Ely - **Part2**

HUNTS

Day	Date	Time	Venue
Tues	15 March 2011	7.00pm – 8.30pm	Hinchingbrooke Country Park* - **Part1**
Tues	22 March 2011	7.00pm – 8.30pm	Hinchingbrooke Country Park* - **Part2**

*Hinchingbrooke Country Park, Huntingdon

Saturday Sessions

OOS

Who:
- All practitioners working in an out of school setting.

Aims:
In response to requests from settings for more Saturday training, the childcare and playwork team are trailling two Saturday morning training events. We hope to be able to offer training on the following:

- The Early Years Foundation stage (EYFS).
- Behaviour Management.
- Completing Appraisals.
- Common Assessment Framework (CAF) Awareness.
- Risk Assessments.

Additional information:
Further details on these mornings, confirmation of the sessions running and details of the format of the day will be forwarded to all settings closer to the dates.

Trainer: Childcare and Playwork Adviser Team

Cost: £10

Day	Date	Time	Venue
Sat	16 Oct 2010	9.15am – 12.00pm	CPDC, Trumpington, Cambridge

Second Saturday Session details in the Ramsey area will be advertised in the Spring Update.

Forest School Practice for Early Years and Out of School Settings

EY OOS

Who:

- All practitioners working in an early years or out of school setting.

Aims:

- To understand the Forest school ethos, history and roots within the UK.
- Practitioners will analyse those factors that make Forest school different from other forms of outdoor education and play.
- To understand how Forest school can promote learning and meet the Early Years Foundation Stage requirements and support all children's social and emotional needs.
- To understand how to work safely at Forest school.
- To understand how to carry out a range of practical tasks in a safe manner to support learners at Forest school.

Additional information:

- This is an introductory course to allow practitioners to explore the roots of Forest schools.
- Delegates will learn how Forest school complements the Early Years Foundation stage and more traditional outdoor play opportunities, fostering the holistic development of two to five year old children as well as benefiting older children who attend out of school clubs/holiday play schemes.
- Please wear clothing suitable for the outdoor environment, and bring wet weather gear in case of rain.

Trainer: Childcare and Playwork Adviser Team

Cost: £10

HUNTS

Day	Date	Time	Venue
Wed	8 June 2011	7.00pm – 9.30pm	Hinchingbrooke Country Park* - **Part 1**
Wed	15 June 2011	7.00pm – 9.30pm	Hinchingbrooke Country Park* - **Part 2**

*Hinchingbrooke Country Park, Huntingdon

For other daytime dates please see page 58.

Older Children and Young People - How Do We Meet Their Needs

OOS

Do you have older children and young people aged 9 plus in your setting? This workshop gives you lots of ideas and strategies to make everyone's time as enjoyable and fun as possible.

Who:
- All practitioners working in an out of school setting.

Aims:
- To develop an understanding of the suitability of play opportunities for individuals and the impact organized activities can have on older children.
- To provide settings with practical ideas on providing play opportunities and developing a play environment, that has a positive impact on older children.

Additional information:
- Maximum of two practitioners per setting may attend.

Trainer: Childcare and Playwork Adviser Team

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Wed	23 Mar 2011	7.00pm - 9.00pm	TBC

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Thurs	25 Nov 2010	7.00pm - 9.00pm	The Maltings, Ely

Just Play 2011

Who:
- Practitioners working in an out of school setting.

Aim:
- A conference for playworkers that will provide lots of fun and practical ideas to take back to your settings.

Cost: £20

Date: Sat 12 March 2011

Venue: TBC

Please look in future editions of 'Jigsaw' for further details.

Meet and Share Sessions

Meet and Share Sessions are a great opportunity for settings to network with other clubs in their local area, gain new ideas, share good practice and discuss any concerns.

They are open to all staff working in out of school and holiday club, including management and committee members.

Further information will be forwarded direct to settings by the Childcare and Playwork Team.

Other training that may be available

Settings who can demonstrate a need may be able to access training in the following areas. Please make contact with your CAPA in the first instance.

- Downs Syndrome
- Anorexia
- Moving and Handling
- Alternative communication methods
- Social and Emotional Well-being
- Hearing and Visual Impairments
- Recognising Depression

Other training throughout the programmme

Don't forget that as well as Child Protection, First Aid and ENCo courses, staff working in Out of School settings can access training from any part of the training programmme where they see the OSS symbol. OOS

Why not have a look at the following:

From the Child Protection and Safeguarding Section:

- Domestic Violence.
- Common Assessments Framework.

From the Equalities Section:

- English as an Additional Language.
- Addressing Diversity Through Play.
- Racial Awareness.
- The Inclusion of Traveller Children.

From the Early Years Foundation Stage Section:

- Progress Matters – Reviewing and Enhancing Young Children's Development.
- Maths 3 Children Think Mathematically – Calculation Matters.
- Promoting Emotional Resilience.
- Helping Children Manage Loss, Separation and Family Change.
- The Great Outdoors.

From the Leadership, Management and Business Training section:

- Safer Recruitment Training.
- Committee Induction Workshop.
- Marketing Matters.
- Introduction to Personal Management.
- Money Matters and Business Matters.
- Management Matters Conference.
- AGM Workshops.

Leadership, Management and Business Training

COURSES AND WORKSHOPS – LEADERSHIP, MANAGEMENT AND BUSINESS TRAINING

Safer Recruitment Training

EY OOS

Who:

- For experienced childcare workers or staff working in management roles who will be recruiting staff to work with the target group.

Aims:

- To provide an awareness of offender behaviour.
- To have acquired skills appropriate to a manager who is recruiting staff to work with children and young people such as:
  - Planning the selection and recruitment process.
  - Drawing up person specifications.
  - Scrutinising application forms and references.
  - Designing and asking challenging questions at interview and assessing candidates' responses.
- To develop the knowledge to begin to review your practices and those of your organisation with a view to creating and maintaining a safer working culture.

Additional information:

- Please be advised that this is a 2 day course and practitioners must attend the whole course. It is important that you arrive on time and are able to stay until the end of the course.

Trainer/s: Mary Palazzo Ltd/Steve Read

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Sat	22 Jan 2011	9.30am – 4.30pm	EYCC Training Centre* - **Session 1**
Sat	29 Jan 2011	9.00am – 4.45pm	EYCC Training Centre* - **Session 2**
Sat	5 Mar 2011	9.30am – 4.30pm	CPDC** - **Session 1**
Sat	12 Mar 2011	9.00am – 4.45pm	CPDC** - **Session 2**

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Fri	6 May 2011	9.30am – 4.30pm	Oliver Cromwell Hotel, March - **Session 1**
Thurs	12 May 2011	9.00am – 4.45pm	Oliver Cromwell Hotel, March - **Session 2**

HUNTS

Day	Date	Time	Venue
Mon	1 Nov 2010	9.30am – 4.30pm	Olivers Lodge Hotel, St Ives - **Session 1**
Tues	9 Nov 2010	9.00am – 4.45pm	Olivers Lodge Hotel, St Ives - **Session 2**

*EYCC Training Centre, Cambridge
**CPDC, Trumpington, Cambridge

Committee Induction Workshop

This Workshop will explain the importance of the role of the voluntary management committee and discuss key responsibilities.

EY OOS

Who:
- Voluntary management committee members.

Aims:
- Have information about their roles and responsibilities.
- Be aware of how to perform their duties in accordance with the constitution, Ofsted and the Local Authority.
- Gain an understanding of how to give an effective handover to future committees.
- Will understand the importance of working in a professional manner with other committee members, staff and any other professionals involved in the setting.
- Be able to meet and share ideas with other committees.

Trainer: Childcare Business and Employer Support (CBES) Team

Cost: £10 per setting

Day	Date	Time	Venue
Wed	10 Nov 2010	7.00pm – 9.00pm	EYCC Training Centre, Bar Hill
Tues	7 Dec 2010	7.00pm – 9.00pm	EYCC Training Centre, Bar Hill
Mon	10 Jan 2011	7.00pm – 9.00pm	EYCC Training Centre, Bar Hill
Thurs	17 Feb 2011	7.00pm – 9.00pm	EYCC Training Centre, Bar Hill
Tues	8 Mar 2011	7.00pm – 9.00pm	EYCC Training Centre, Bar Hill

Marketing Matters

EY OOS

Who:

- Voluntary management committee members, childcare managers, owners and day to day managers.

Aims:

- To enable childcare providers to understand the essentials of marketing and promoting their services.
- To explore a range of methods that can be used to market and sell a childcare business.
- To identify the difference between customer and competitor research.
- To devise a short marketing plan for a childcare business.

Trainer: Childcare Business and Employer Support (CBES) Team

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Tues	19 Oct 2010	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge

EAST CAMBS & FENLAND

Day	Date	Time	Venue
Thurs	10 Mar 2011	7.00pm – 9.00pm	Oliver Cromwell Hotel, March

HUNTS

Day	Date	Time	Venue
Wed	19 Jan 2011	7.00pm – 9.00pm	Hinchingbrooke House, Huntingdon

Introduction to Personnel Management

EY OOS

Who:

- Voluntary management committee members, childcare managers, owners and day to day managers.

Aims:

- To inform and update childcare providers in current and new employment law and personnel management practices.
- To identify the policies and procedures required by childcare providers to employ staff.

Trainer: Bev Curtis, Education Personnel Management Limited

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Tues	5 Oct 2010	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge

HUNTS

Day	Date	Time	Venue
Tues	8 Feb 2011	7.00pm – 9.00pm	GPDC, Godmanchester

Money Matters and Business Matters

EY OOS

Who:

- Childcare business owners, senior managers and committee members who play an active role in business planning and financial management.

Money Matters Workshop

The Money Matters workshop examines the various factors that you should take into consideration when setting your prices and ensures you know how to measure what comes in and what goes out by creating a cashflow forecast – an essential business tool.

Aims:

- By the end of the workshop you will be able to:
  - Set your prices. Work out your break even price.
  - Create and use a cashflow forecast to monitor your financial performance.
  - Understand the steps you could take to improve your financial position.
  - Be aware of how to go about increasing your prices.

Business Matters Workshop

The Business Matters Workshop will help you understand what you do well and what you would like to do better. It will give you practical guidance on how to put a business plan together, and how you can use it to move your organisation forward and achieve your business goals.

Aims:

- By the end of the Business Matters Workshop you will be able to:
  - Understand the benefits of business planning.
  - Distinguish between strategic and operational planning.
  - Make use of business planning techniques including SWOT and PEST analysis.
  - Write SMART business objectives.

Trainer: Jacqui Burke – Flourishing People

Cost: £10

CAMBRIDGE AND SOUTH CAMBS

Day	Date	Time	Venue
Sat	16 Oct 2010	9.30am – 4.00pm	CPDC, Trumpington, Cambridge

HUNTS

Day	Date	Time	Venue
Sat	26 Feb 2011	9.30am – 4.00pm	Hinchingbrooke Country Park*

*Hinchingbrooke Country Park, Huntingdon

AGM Workshops

EY OOS

Who:

- Voluntary management committee members, childcare managers, owners and day to day managers.

Aims:

- To understand the process for planning and preparing for a successful Annual General Meeting (AGM).
- To network and share ideas with other settings.
- To be able to devise an AGM agenda.
- To be able to draw up a checklist for organising an AGM.
- To identify ways of recruiting new committee members.

Trainer: CBES team

Cost: £10

Day	Date	Time	Venue
Tues	10 May 2011	7.00pm – 9.00pm	EYCC Training Centre, Bar Hill
Thurs	9 June 2011	7.00pm – 9.00pm	EYCC Training Centre, Bar Hill
Mon	4 July 2011	7.00pm – 9.00pm	EYCC Training Centre, Bar Hill

Management Matters 2011 - Conference

Formerly known as 'Just Managing'. This conference will cover topics that relate to effective management of your childcare business. Whether privately owned or run by a voluntary management committee there will be workshops which will provide the necessary knowledge, understanding and skills to improve your childcare business.

Cost: £20

Day	Date	Time	Venue
Sat	13 Nov 2010	10am – 4.00pm	CPDC, Trumpington, Cambridge

Please look for further details in Jigsaw!

Leadership and Management Workshops

The Workforce Development Team has commissioned James Leet from Paiybac Limited to deliver some workshops.

These sessions are primarily for managers and committee management teams, however if you are a leader or a practitioner who has line management responsibilities it may be possible for you to attend the sessions.

Each workshop will be fun and highly interactive; you may book on all the sessions or select which ones are suitable for your needs. A certificate of attendance will be provided.

Learners can choose to work towards the Level 3 ILM Award by completing workbased assignment tasks on completion of selected workshops.

Practitioners must attend both sessions.

Cost: £20 per workshop

Solving Problems and Making Decisions

Content:

- Delegates will first learn how to deal with problems in context, and then become more confident and competent in decision making and communicating those decisions effectively.

Day	Date	Time	Venue
Tues	21 & 28 Sept 2011	7.00pm – 9.00pm	Meadows Community Centre*

Motivating to Perform in the Workplace

Content:

- Delegates will enjoy learning the value of assessing performance, exploring motivation techniques and will understand the value of quality positive and formative feedback.

Day	Date	Time	Venue
Tue	5 & 12 Oct 2010	7.00pm – 9.00pm	Meadows Community Centre*

*Meadows Community Centre, Cambridge

Developing Yourself and Others

Content:

- Delegates will enjoy finding out about their own psychology and development, then the thrill and empowerment that comes with developing others toward organisational goals.

Day	Date	Time	Venue
Tues	19 Oct & 2 Nov 2010	7.00pm – 9.00pm	Meadows Community Centre*

Managing the Employment Relationship

Content:

- Delegates will learn how to manage diversity and evolution in the workplace and how to use discipline appropriately for positive outcomes

Day	Date	Time	Venue
Tues	9 & 16 Nov 2010	7.00pm – 9.00pm	Meadows Community Centre*

Managing Performance

Content:

- Delegates will learn how to distinguish between management and leadership and how to employ leadership on performance issues to achieve consistent results and staff retention.

Day	Date	Time	Venue
Tues	23 & 30 Nov 2010	7.00pm – 9.00pm	Meadows Community Centre*

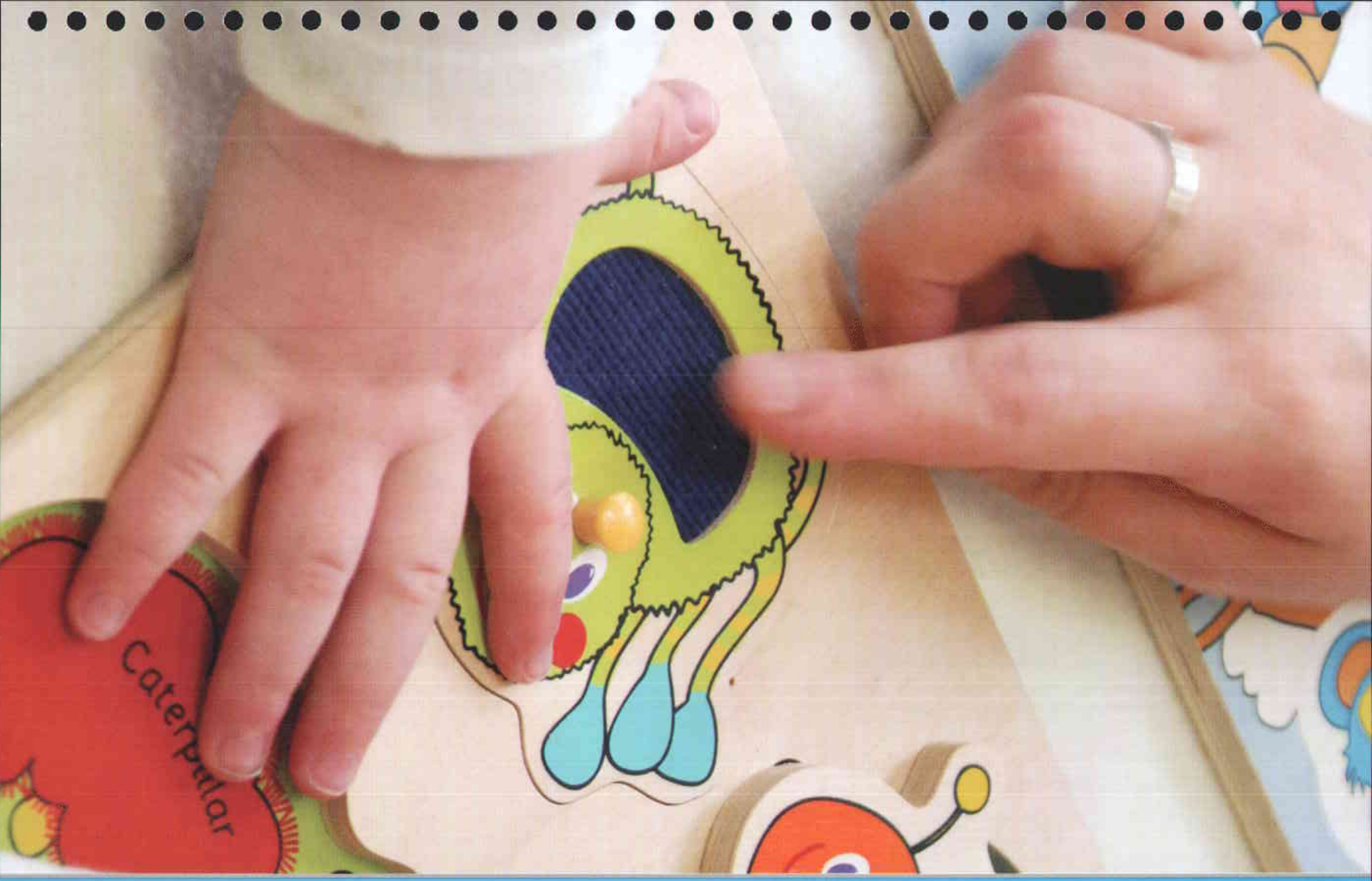
Effective Meetings for Managers

Content:

- This interesting workshop will give delegates an insight into the various ways of running effective and productive meetings.

Day	Date	Time	Venue
Tues	7 Dec 2010	7.00pm – 9.00pm	Meadows Community Centre*

*Meadows Community Centre, Cambridge



Childminders

COURSES AND WORKSHOPS – CHILDMINDERS

The following courses are for childminders only. Courses should be booked by completing the booking form at the back of the book. Bookings cannot be taken by telephone.

CHILDMINDER SUPPORT SESSIONS - CAMBRIDGESHIRE

CAMBRIDGE CITY

Advanced Child Protection

Day	Date	Time	Venue
Tues	14 Sept 2010	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge

Early Years Foundation Stage - Learning and Development Record –

Moment by moment planning.

Day	Date	Time	Venue
Wed	6 Oct 2010	7.00pm – 9.00pm	Romsey Children's Centre, Cambridge

Equalities – Diversity through Play – Resourcing your Environment

Examples of how to use resources, people and places to embrace diversity.

Day	Date	Time	Venue
Mon	8 Nov 2010	7.00pm – 9.00pm	Histon Children's Centre, Histon

Seasonal Social - Seasonal activity ideas plus an opportunity to chat with other childminders from across the county in an informal setting.

Day	Date	Time	Venue
Thurs	2 Dec 2010	7.00pm – 9.00pm	Sawston Free Church, Sawston

Special Educational Needs – Positive Behaviour

Answers to frequently asked questions regarding managing behaviour and practical advice.

Day	Date	Time	Venue
Wed	9 Feb 2011	7.00pm – 9.00pm	Fawcett Children's Centre, Cambridge

Basic Child Protection

Day	Date	Time	Venue
Thurs	10 Mar 2011	7.00pm – 9.00pm	Papworth Children's Centre, Papworth

Early Years Foundation Stage – Let's Play Outdoors

Day	Date	Time	Venue
Wed	20 Apr 2011	7.00pm – 9.00pm	The Fields Children's Centre, Cambridge

Respite Training

Day	Date	Time	Venue
Mon	23 May 2011	7.00pm – 9.00pm	Homerton Children's Centre, Cambridge

EAST CAMBRIDGESHIRE

Equalities

Day	Date	Time	Venue
Thurs	23 Sept 2010	7.00pm – 9.00pm	Soham Children's Centre, Soham

Early Years Foundation Stage - Learning and Development Record –

Moment by moment planning.

Day	Date	Time	Venue
Mon	11 Oct 2010	7.00pm – 9.00pm	Witchford Village College, Witchford

Early Years Foundation Stage - Engaging Boys

Day	Date	Time	Venue
Mon	6 Dec 2010	7.00pm – 9.00pm	Witchford Village College, Witchford

Basic Child Protection

Day	Date	Time	Venue
Thurs	13 Jan 2011	7.00pm – 9.00pm	Ellesmere Centre, Stetchworh

Advanced Child Protection

Day	Date	Time	Venue
Mon	21 Mar 2011	7.00pm – 9.00pm	Witchford Village College, Witchford

Special Education Needs – Roles and responsibilities

Including Individual education plans and behaviour plans.

Day	Date	Time	Venue
Mon	9 May 2011	7.00pm – 9.00pm	Witchford Village College, Witchford

EAST CAMBRIDGESHIRE...continued

Respite Training

Day	Date	Time	Venue
Mon	13 June 2011	7.00pm – 9.00pm	Witchford Village College, Witchford

Early Years Foundation Stage – Let's Play Outdoors

Day	Date	Time	Venue
Mon	11 July 2011	7.00pm – 9.00pm	Witchford Village College, Witchford

FENLAND

Special Educational Needs – Roles and Responsibilities

Including individual education plans and behaviour plans

Day	Date	Time	Venue
Mon	20 Sept 2010	7.00pm – 9.00pm	Wisbech South Children's Centre, Wisbech

Early Years Foundation Stage - Learning and Development Record –

Moment by moment planning.

Day	Date	Time	Venue
Wed	20 Oct 2010	7.00pm – 9.00pm	Whittlesey Youth Centre, Whittlesey

Basic Child Protection

Day	Date	Time	Venue
Thurs	11 Nov 2010	7.00pm – 9.00pm	Oliver Cromwell Hotel, March

Early Years Foundation Stage - Engaging Boys

Day	Date	Time	Venue
Thurs	10 Mar 2011	7.00pm – 9.00pm	Oliver Cromwell Hotel, March

Advanced Child Protection

Day	Date	Time	Venue
Thurs	7 Apr 2011	7.00pm – 9.00pm	Oliver Cromwell Hotel, March

Respite Training

Day	Date	Time	Venue
Mon	9 May 2011	7.00pm – 9.00pm	Oliver Cromwell Hotel, March

Early Years Foundation Stage – Let's Play Outdoors

Day	Date	Time	Venue
Wed	29 Jun 2011	7.00pm – 9.00pm	Wisbech South Children's Centre, Wisbech

HUNTINGDONSHIRE

Equalities

Day	Date	Time	Venue
Tues	14 Sept 2010	7.00pm – 9.00pm	Hinchingbrooke House, Huntingdon

Early Years Foundation Stage - Learning and Development Record –

Moment by moment planning.

Day	Date	Time	Venue
Tues	19 Oct 2010	7.00pm – 9.00pm	Hinchingbrooke House, Huntingdon

Special Educational Needs

Day	Date	Time	Venue
Tues	16 Nov 2010	7.00pm – 9.00pm	Hinchingbrooke House, Huntingdon

Early Years Foundation Stage - Engaging Boys

Day	Date	Time	Venue
Tues	18 Jan 2011	7.00pm – 9.00pm	Hinchingbrooke House, Huntingdon

Basic Child Protection

Day	Date	Time	Venue
Tues	15 Mar 2011	7.00pm – 9.00pm	Hinchingbrooke House, Huntingdon

Advanced Child Protection

Day	Date	Time	Venue
Tues	17 May 2011	7.00pm – 9.00pm	Hinchingbrooke House, Huntingdon

HUNTINGDONSHIRE...continued

Respite Training and Common Assessment Framework

Day	Date	Time	Venue
Wed	1 June 2011	7.00pm – 9.00pm	Hinchingbrooke House, Huntingdon

Early Years Foundation Stage – Let's Play Outdoors

Day	Date	Time	Venue
Tues	21 June 2011	7.00pm – 9.00pm	Hinchingbrooke House, Huntingdon

SOUTH CAMBRIDGESHIRE

Advanced Child Protection

Day	Date	Time	Venue
Tues	14 Sept 2010	7.00pm – 9.00pm	CPDC, Trumpington, Cambridge

Early Years Foundation Stage - Learning and Development Record –

Moment by moment planning.

Day	Date	Time	Venue
Wed	13 Oct 2010	7.00pm – 9.00pm	Papworth Children's Centre, Papworth

Seasonal Social - Seasonal activity ideas plus an opportunity to chat with other childminders from across the county in an informal setting.

Day	Date	Time	Venue
Thurs	2 Dec 2010	7.00pm – 9.00pm	Sawston Free Church, Sawston

Early Years Foundation Stage - Engaging Boys

Day	Date	Time	Venue
Thurs	13 Jan 2011	7.00pm – 9.00pm	Foxton Village Hall, Foxton

Special Education Needs – Positive Behaviour.

Answers to frequently asked questions regarding managing behaviour and practical advice.

Day	Date	Time	Venue
Wed	9 Feb 2011	7.00pm – 9.00pm	Fawcett Children's Centre, Cambridge

Basic Child Protection

Day	Date	Time	Venue
Thurs	10 Mar 2011	7.00pm – 9.00pm	Papworth Children's Centre, Papworth

Early Years Foundation Stage – Let's Play Outdoors

Day	Date	Time	Venue
Wed	20 Apr 2011	7.00pm – 9.00pm	The Fields Children's Centre, Cambridge

Respite Training

Day	Date	Time	Venue
Mon	23 May 2011	7.00pm – 9.00pm	Homerton Children's Centre, Cambridge

Equalities – Diversity Through Play – Resourcing your Environment

Examples of how to use resources, people and places to embrace diversity.

Day	Date	Time	Venue
Tues	7 Jun 2011	7.00pm – 9.00pm	Melbourn Village College, Melbourn

CHILDMINDER CONFERENCE

Supporting Children with Behavioural, Emotional and Social Difficulties.

Launching the Inclusion Development Programme Guidance for practitioners in the Early Years. This guidance provides detailed information and examples of effective practice to support children with behavioural, emotional and social difficulties.

It does not provide 'off the shelf' solutions but recognises the complex nature of these issues and illustrates how positive interactions can support outcomes for children.

Who:

- Childminders.

Aims:

- Childminders will understand the importance of children's behaviours – withdrawn, confident, shy, anxious, active, controlling, aggressive and victim behaviours.
- Learn how to develop relationships, interactions and approaches to support children positively.
- Childminders will understand the importance of the links between language development and behaviour.
- Learn how to strengthen communication and partnership work with others.
- To manage the environment – taking risks, the emotional climate, groups and other adults.

Cost: £10 per workshop

Day	Date	Time	Venue
Sat	18 Sept 2010	9.30am – 12.30pm	CPDC, Trumpington, Cambridge

Notes...

Cambridgeshire Advisory Service

The Cambridgeshire Advisory Service (CAS) provides training for practitioners in the Foundation Stage and Key Stage 1, and course programmes are available. Courses offered this academic year include Using Observation for Assessment, Leading the Foundation Stage, New to Foundation Stage (including some Foundation Stage Profile Training) and Network Meetings for Foundation Stage practitioners among others. There is a charge for all courses.

If you would like further details please contact:

Jane Gedny
General Adviser
Early Years/KS1
CAS

Tel: 01480 375593/375713
Email: jane.gedny@cambridgeshire.gov.uk

Venue Addresses

Alconbury Memorial Hall
School Lane, Alconbury
Cambs PE28 4EQ

Arbury Community Centre
Campkin Road
Cambridge CB4 2LD

Burwell House
North Street, Burwell
Cambridge CB25 0BB

Burwell Early Learners
Burwell Village College
The Causeway, Burwell
Cambs CB25 0DX

CPDC - Cambridge
Foster Road, Trumpington,
Cambridge CB2 2NL

Ellesmere Centre
Ley Road, Stetchworth
Newmarket CB8 9TS

Elme Hall Hotel
69 Elm High Road, Wisbech
Cambs PE14 0DQ

EYCC Training Centre
Bar Hill Business Park, Saxon Way,
Bar Hill, Cambs CB23 8SL

Fawcett Children's Centre
Fawcett Primary School, Alpha Terrace,
Trumpington, Cambridge CB2 9FS

Foxton Village Hall
Hardman Road, Foxton,
Cambridge CB22 6RN

GPDC - Godmanchester
42, West Road, Godmanchester,
Huntingdon, Cambs PE29 2HJ

Hinchingbrooke Country Park
The Countryside Centre, Brampton Road,
Huntingdon, Cambs PE29 6DB

Hinchingbrooke House
Brampton Road, Huntingdon
Cambs PE29 3BN

Histon Early Years Centre
New School Road, Histon
Cambs CB24 9LL

Homerton Children's Centre
Holbrook Road, Cambridge CB1 7ST

March Youth & Community Centre
Station Road, March, Cambs PE15 8LE

Meadows Community Centre
St Catharine's Road, Cambridge CB4 3XJ

Milton Country Park
Cambridge Road Industrial Estate, Milton,
Cambridge CB24 6AZ

Oliver Cromwell Hotel
High Street, March, Cambs PE15 9LH

Olivers Lodge Hotel
Needingworth Road, St Ives
Cambs PE27 5JP

Over Community Centre
The Doles, Over, Cambs CB24 5NW

Papworth Children's Centre
Pendragon Community Primary School,
Varrier Jones Drive, Papworth Everard,
Cambs CB23 3XQ

Redwings Lodge
Old Great North Road, Sawtry
Cambs PE28 5XP – **Please note** this venue is not in Sawtry. It is situated on the B1043.

Venue Addresses ...continued

Romsey Children's Centre
Hemingford Road, Cambridge CB1 3BZ

Sawston Free Church
High Street, Sawston
Cambridge CB22 3BG

Soham Children's Centre
The Weatheralls Primary School, Pratt Street, Soham, Ely, Cambs CB7 5BH

South Fens Business Park
Fenton Way, Chatteris PE16 6UP

The Bell Inn
Great North Road, Stilton, Peterborough, Cambs PE7 3RA

The Brook
49 Brook Street, Soham, Cambs CB7 5AD

The Fields Children's Centre
Galfrid Road, Cambridge CB5 8ND

The Lamb Hotel
2 Lynn Road, Ely, Cambs CB7 4EJ

The Maltings
Ship Lane, Ely, Cambs CB7 4BB

The Priory Centre
Priory Lane, St Neots, Cambs PE19 2BH

Wisbech South Children's Centre
Elizabeth Terrace, Wisbech PE13 2AQ

Witchford Village College
Manor Rd, Ely, Cambs CB6 2JA

Maps of venues can be found on your CD-ROM.

EARLY YEARS AND CHILDCARE TRAINING UNIT APPLICATION FORM 2010/2011

Cambridgeshire County Council

Please complete this form IN FULL and return to Early Years and Childcare, Unit 3, Bar Hill Business Park, Saxon Way, Bar Hill CB23 8SL or Fax **01954 273351.**

Alternatively use the .pdf version available on the CD (also available to download at www.cambridgeshire.gov.uk/childcare) and email it to eyctraining@cambridgeshire.gov.uk

Personal Details - Please use block capitals. Fields marked * are required.

*First name *Surname

*Home address

*Postcode

*Home tel. (☎) *Work ☎ Mobile ☎

Email address

*Gender (please tick) Male ☐ Female ☐ Date of birth

Do you have a disability or additional need? (please tick) No ☐ Yes ☐

If yes - please give details of support needed to access courses:

Do you have any food allergies or intolerances? (please tick) No ☐ Yes ☐

If yes - please give details:

Employment Details - Please use block capitals. Fields marked * are required.

*Setting Name

*Setting address

*Postcode

*Setting tel. (☎) Setting email

*Date started at Setting

*Job title (please tick one of selection below)

☐ Early Years Foundation Stage/Playwork Practitioner ☐ Childminder

☐ Setting Leader ☐ Deputy

☐ Committee Member

Highest qualification level None ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐

Apples Key

Core - For all practitioners including newly qualified.

Apple - Practitioners familiar with and understands general principles and procedures of childcare practice.

2 Apples - Level 3+ and/or confident understanding and application of principles and procedures of childcare practice.

3 Apples - Level 4+ and/or detailed/in depth practical knowledge and understanding of childcare practice.

NOTE: Courses without apples are for specific target audiences.

Application Periods - Applications can only be processed during the following periods.

Courses in the **Autumn term** (starts 1 Sept 2010)	cannot be accepted before	**1 July 2010**
Courses in the **Spring term** (starts 4 January 2011)	cannot be accepted before	**1 November 2010**
Courses in the **Summer term** (starts 26 April 2011)	cannot be accepted before	**1 February 2011**

Courses - Please note your 2nd choice venue/date must be in the same term as your 1st choice.

Course title:			
1st choice venue:	1st choice date:	2nd choice venue:	2nd choice date:

Course title:			
1st choice venue:	1st choice date:	2nd choice venue:	2nd choice date:

Course title:			
1st choice venue:	1st choice date:	2nd choice venue:	2nd choice date:

Course title:			
1st choice venue:	1st choice date:	2nd choice venue:	2nd choice date:

Booking Fee

The booking fee for each course is £10 unless stated otherwise in the training programme.

THIS FEE IS NON REFUNDABLE.

☐ **I enclose a cheque for the sum of £**..... (Please make cheques payable to Cambridgeshire County Council)

☐ **Please invoice to the setting address overleaf. If invoice should go to another address, please state here:**

_____

_____

MONITORING INFORMATION

The information you have provided in this form has been collected in line with the Data Protection Act. It will be used for course administration and monitoring purposes. It will also be made anonymous and used for statistical purposes. The information will not be shared with any other organisation.

ABOUT YOU

Please only tick the most appropriate.

GENDER: Male ☐ Female ☐

AGE: 16 – 24 Years ☐ 25 - 49 Years ☐ 50 + Years ☐

ETHNIC GROUP:

White – British ☐	White – Irish ☐	Traveller of Irish Heritage ☐
White – other ☐	Gypsy/Roma ☐	Mixed – White & Black Caribbean ☐
Mixed – White & Asian ☐	Mixed – other ☐	Indian ☐
Pakistani ☐	Bangladeshi ☐	Asian – any other background ☐
Black – Caribbean ☐	Black – African ☐	Black – other ☐
Chinese ☐	Any other background ☐	Not known / prefer not to say ☐

Please note that this Monitoring Information Form is to be completed and returned with each Booking Form.

PLEASE RETURN TO:

Early Years and Childcare, Unit 3, Bar Hill Business Park, Saxon Way, Bar Hill CB23 8SL or Fax **01954 273351.**

DESIGNATED PERSON'S BURSARY - SETTINGS

Please photocopy this form and complete a separate one, indicating courses attended, for each member of staff you wish to claim the bursary. The rate is £50 per course up to a maximum of £150 per setting. Alternatively use the editable .pdf version available on the CD (also available to download at www.cambridgeshire.gov.uk/childcare) and email it to eyctraining@cambridgeshire.gov.uk

Name of setting: .....

Address of setting: .....

Name of practitioner: .....

Contact telephone number: .....

COURSES ATTENDED

Equalities Named Coordinator (ENCo)		
Date Attended:	**Total to be paid:** (Office use only)	

Child Protection Designated Person		
Date Attended:	**Total to be paid:** (Office use only)	

Special Needs Coordinator (SENCo)		
Date Attended:	**Total to be paid:** (Office use only)	
	Total: (Office use only)	

I confirm that the information given above is correct to the best of my knowledge and that the person named above is the Designated Person for the specified area of responsibility.

Setting Manager: ..... Date: .....

Practitioner: ..... Date: .....

PLEASE RETURN TO:

Early Years and Childcare Service, Unit 3, Bar Hill Business Park, Saxon Way, Bar Hill, Cambridge CB23 8SL

DESIGNATED PERSON'S BURSARY - CHILDMINDERS

Please photocopy this form, indicating courses attended, if you wish to claim the bursary. The rate is £25 per course up to a maximum of £75. Alternatively use the editable .pdf version available on the CD (also available to download at www.cambridgeshire.gov.uk/childcare) and email it to eyctraining@cambridgeshire.gov.uk

Name of Childminder: .....

Address: .....

Ofsted registration number: ..... Contact telephone number: .....

COURSES ATTENDED

Equalities

Date Attended:	**Total to be paid:** (Office use only)	

Child Protection

Date Attended:	**Total to be paid:** (Office use only)	

Special Educational Needs (SENCo)

Date Attended:	**Total to be paid:** (Office use only)	
	Total: (Office use only)	

I confirm that the information given above is correct to the best of my knowledge.

Childminder: ..... Date: .....

PLEASE RETURN TO:

Early Years and Childcare Service, Unit 3, Bar Hill Business Park, Saxon Way, Bar Hill, Cambridge CB23 8SL

BOOKING FORM - CHILDMINDERS

Please send form to 'Childminding Support Administrator' at the address below. If you do not have access to a photocopier you may send your booking on plain paper. Bookings cannot be taken by telephone.
Alternatively if you have access to a computer use the editable .pdf version available on the CD (also available to download at www.cambridgeshire.gov.uk/childcare) and email it to eyctraining@cambridgeshire.gov.uk

Please print.

Full name: .....

Home address: .....

Post code: .....

Tel. no: .....

Email address: .....

COURSES

Course Title: ..... Date: .....

Course Title: ..... Date: .....

Course Title: ..... Date: .....

Course Title: ..... Date: .....

Course Title: ..... Date: .....

Course Title: ..... Date: .....

Course Title: ..... Date: .....

Course Title: ..... Date: .....

Course Title: ..... Date: .....

Course Title: ..... Date: .....

Course Title: ..... Date: .....

PLEASE RETURN TO:

Early Years and Childcare Service, Unit 3, Bar Hill Business Park, Saxon Way, Bar Hill, Cambridge CB23 8SL

TEAM and SERVICE CONTACTS

Contacts for the Workforce Development Team (Training Team)

For enquiries about:	Contact:
Training programme courses	01954 273355 / 273359
Qualifications funding	01954 273354
Early Years and Childcare Training Centre	01954 283424 / 273363
Graduate Leader Fund	01954 284213
Email for all of the above	email: eyctraining@cambridgeshire.gov.uk
Advice and guidance on careers in childcare	01954 273371 email: childcarecareers@cambridgeshire.gov.uk
Postal address:	Workforce Development Team, Early Years and Childcare Service, Unit 3, Bar Hill Business Park Saxon Way, Bar Hill, Cambridge CB23 8SL

Early Years and Childcare Service
Unit 3, Bar Hill Business Park, Saxon Way,
Bar Hill, Cambridge CB23 8SL
Tel: 01954 273360
Email: eycinfo@cambridgeshire.gov.uk

Childcare Business and Employer Support (including the Pre-school Learning Alliance)
Unit 3, Bar Hill Business Park, Saxon Way,
Bar Hill, Cambridge CB23 8SL
Tel: 01954 284203
Email: childcarebusinessandemployersupport
@cambridgeshire.gov.uk

Childcare Development Team
Unit 3, Bar Hill Business Park, Saxon Way,
Bar Hill, Cambridge CB23 8SL
Tel: 01954 283373
Email: childcaredevelopment
@cambridgeshire.gov.uk

Childcare Information Service (Opportunity Links)
Tel: 0845 04 54 014
Email: info@opp-links.org.uk
Web: www.opportunity-links.org.uk

Childminding Support and Development Team (National Childminding Association)
Tel: 01954 273358
Email: childminding@cambridgeshire.gov.uk

Childcare and Playwork Advisers
Tel: 01954 273365
Email: childcareandplayworkteam@
cambridgeshire.gov.uk

Early Years Foundation Stage Advisers
Tel: 01954 273339
Email: eyfsa@cambridgeshire.gov.uk

Nursery Education Funding Team
CC1209, Castle Court, Castle Hill,
Cambridge CB3 0HP
Tel: 01223 699805
Email: nef@cambridgeshire.gov.uk

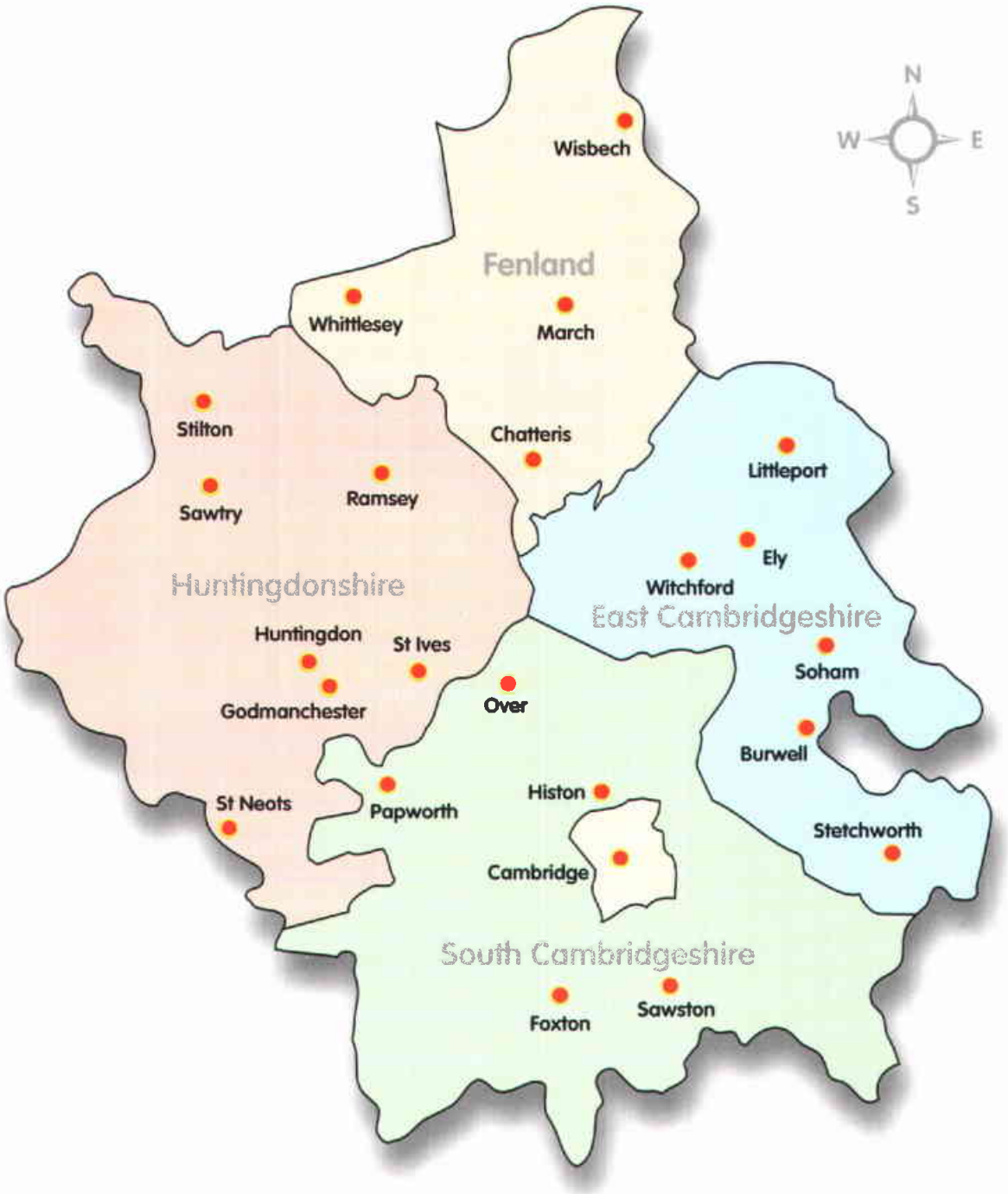
Area Early Years Support for Learning Teams

Huntingdonshire
Tel: 01480 373756

Cambridge City and South Cambs
Tel: 01223 508731

Fenland and East Cambs
Tel: 01354 653902

Additional Needs 4yrs+
Countywide - Tel: 01954 273365



Cambridgeshire County Council
Children and Young People's Services
Workforce Development Team
Unit 3, Bar Hill Business Park, Saxon Way, Bar Hill, Cambridge CB23 8SL